THE ENTERPRISE TRANSFORMATION

Business Partners Network Meeting
Safe Harbor

The information delivered within this presentation was published on 09/11/2019.

This information, while accurate at the time, is subject to change.
Post Go-Live Accomplishments

- 2,095 Incidents Logged
- 1,876 Incidents Resolved
- 5,571 Requests Resolved
- 275 Participants in 18 Open Lab Sessions
- 400+ Attendees at Expo
- 90 New/Enhanced Campus Reports Delivered
- 161 Bugs Resolved
- 24 Communications
- $208,454M+ 23K Invoices Paid
- 10 Unit Wellness Checks Completed
- 10

09/11/2019
What we’re working on

• Adding additional Open Labs for the month of October
• Ability to print Purchase Orders
• Building a more comprehensive list of ship-to addresses
• Adding PI’s as assignees on Grants
• Publishing job aids for popular/common Workday reports
• Evaluating workflows and transaction timeframes for efficiency opportunities
HCM Transformation Update

- Program Updates
- Security and Workflow
- Excellence in HR and OneUSG Connect
- Q&A
OneUSG Connect

- Careers
- Benefits
- Self-Service
- Global
- Time & Labor / Absence Management
- Workforce Administration
- Payroll
- Commitment Accounting
- Faculty Events
- Time Clocks
Enterprise Transformation

**Financials**
- **Plan**
- **Architect**
- **Configure & Prototype**
- **Test**
- **Deploy**
- **Support**
- **July 2019 Live!**

**HCM**
- **Plan**
- **Design**
- **Test & Train**
- **Configure & Develop**
- **Deploy / Support**
- **Dec 2019 Deploy Jan 2020 USG Payroll**
- **July 2020 Deploy additional functionality (scope under discussion)**
- **Dec 2020 Deploy additional functionality (scope under discussion)**

**LITE**
- **Student Reporting**
- **Financials Reporting**
- **Live!**
- **July 2019 Live!**
- **Jan 2020 first go Live**
- **HR Reporting**

- **July 2019 Live!**
- **Dec 2019 Deploy Jan 2020 USG Payroll**
- **July 2020 Deploy additional functionality (scope under discussion)**
- **Dec 2020 Deploy additional functionality (scope under discussion)**
Project Update: Careers

Careers is an Applicant Tracking System (ATS) for competitive openings.

What's included in our Careers implementation?

- Profile Management
- Job descriptions
- Careers
- Applicant tracking system
- Third-party integrations
- Accurate (background checks)
- Equifax Compliance Center (onboarding)
- Manage Hires
- Personnel transactions (hire, rehire)

Georgia's Tech Phased Implementation

**Phase One – January 2020**
- Staff
- Tech Temps
- Potential Pilot (Faculty)

**Phase Two – Summer 2020**
- Faculty (non-GTRI)

**Phase Three – Winter 2021**
- GTRI
- Students (some openings)
System of Record/Integration

• OneUSG Connect will become the system of record for all employee and affiliate data and Georgia Tech Human Resources (GTHR) will serve as the owner of the system.

• Complementing systems which enable differentiating business processes not facilitated by OneUSG Connect may remain with manual entry. There will be no integration.

• Automated system to system integrations with OneUSG Connect will be limited to:
  - Workday
  - Identity Management (IDM)
  - E-time (Deltek) - GTRI employees

• OneUSG Connect future releases will continue to consider the requirements met by complementing systems for inclusion.
SECURITY AND WORKFLOW
MSS Roles - Manager

- Employees with direct reports will automatically be assigned with the Manager role and have access to Manager Self-Service (MSS)
- Managers are responsible for:
  - Reviewing and approving timesheets and leave requests
  - Submitting transactions (e.g., position requests, compensation changes, reclassifications, transfers, etc.)
Delegation – Manager Self Service

- OneUSG Connect has functionality which allows Managers to delegate their authority to initiate or approve Manager Self Service transactions to a proxy for a designated length of time.

- A proxy is defined as an employee in the Organizational Chart who is one of any of the following: 1 Up – Manager, 1 Over – Peer, 1 Down – Direct Report.
Delegation Recommendations

<table>
<thead>
<tr>
<th>Delegation Limits</th>
<th>Approval Authority</th>
<th>Long Term Use</th>
<th>Audits</th>
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</thead>
<tbody>
<tr>
<td>Delegation should be limited to:</td>
<td>Authority to approve should not need to be delegated as it is important that Approver “stacks” have enough people for backup:</td>
<td>If “permanent” delegation of MSS functions is needed:</td>
<td>An audit report will be used to monitor delegation activities</td>
</tr>
<tr>
<td>• MSS initiation functions</td>
<td>• In the case of small departments or emergencies, the authority to approve can be delegated</td>
<td>• Delegation is not the appropriate method</td>
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<td>• A defined period (i.e., Manager out for sick, vacation, etc.)</td>
<td></td>
<td>• Instead, another user should be provisioned with the HR Practitioner role to perform MSS functions</td>
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# Delegation Vs. Initiator Role

<table>
<thead>
<tr>
<th>Delegation</th>
<th>Initiator</th>
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<tbody>
<tr>
<td>• Delegation is designed to be temporary and can be assigned to resources one over, one up, or one down in the organizational chart (subject to approval)</td>
<td>• The “Initiator” role is intended as a permanent assignment of manager duties</td>
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<td>• Delegation assignments longer than one month will be reviewed by GTHR</td>
<td>• This role may be assigned such that a particular initiator has responsibility for management of faculty or staff exclusively</td>
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<td></td>
<td>• Initiators may have responsibility for multiple departments or units</td>
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<td>• Managers permanently delegating responsibility still retain system access</td>
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Security & Workflow Roadshows

- Working with selected departments to confirm that the department approvers are correct
- Working with selected departments to determine if ‘Initiator’ role is needed and appropriate
- Central Offices will review departmental assignments and adjust where needed (in consultation with departments)
Questions
Let’s stay connected!

Questions or Feedback?

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