

Meet Your UBAS and Budget Division Change Champions!

The OneSource project is a multi-year project leading the university through an ambitious Financial and Human Resources/ Payroll systems transformation. This transformation affects not only the technology platforms, but also the unique business

processes of the university. The OneSource Change Management team is people focused, with the goal of helping the UGA community through acceptance of the change processes.

Communication is key as we move through this change. While face-to-face is often considered one of the most effective vehicles for communication, with a project of this size, it is impossible for the project team to communicate individually without assistance. The "Change Champions" serve as an extended communication network for the OneSource project, helping to address the complexity of campus unit needs, facilitating end user adoption of the new systems and ensuring campus supports our new business processes.

Change Champions have a positive outlook, are respected in their workplace, are good communicators, and are supportive of the project's success. These individuals help others to understand why the change is occurring and to explain, "What's in it for me?" They also provide feedback to the Change Management team.

The Change Champions have met weekly since April 2017. During those sessions, they pose questions, and discuss concerns and ways to build excitement and readiness for the change. Change Champions have also been involved in other project activities as time allows, such as attending business process design sessions and participating in testing.

University Business & Accounting Services and the Budget Division has several Change Champions: **Elizabeth Ashley Weed** (Property Control), **Brad Langford** (SPA – Post Award), **Callie Adams** (SPA – Post Award), **Debbie Koppersmith** (Payroll), **Deidra Jones** (Student Account Services), **Gina Roberts** (Budget Division), **Harold Waters** (Bulldog Print + Design), **Kim Collins** (Accounts Payable), **Marianne Christian** (Bursar & Treasury Services), **Terri Akers** (Accounting), and **Vance Silcott** (Insurance & Claims Management). Our Change Champions are led by **Lisa McCleary**, Senior Director Bursar and Treasury Services, who serves as the UBAS/Budget Change Champion Coordinator.

For information about Change Champions, please visit bit.ly/ChangeChampions2018



(L-R) front row - Callie Adams, Lisa McCleary, Deidra Jones; middle row - Marianne Christian, Terri Akers; back row - Gina Roberts, Debbie Koppersmith.

Not pictured: Brad Langford, Elizabeth Ashley Weed, Harold Waters, Kim Collins, Vance Silcott.



Have you heard of Plantapalooza?

You've heard of the old proverb "The earlier bird catcheth the worm"? This saying is so true when it comes to the Plantapalooza!

Plantapalooza is **ONE BIG PLANT SALE** sponsored by the State Botanical Garden of Georgia, the Trail Gardens at UGA, and the UGA Horticulture Club. This collaborative event will be held at **three different venues** and will have a variety of plants that are native to the Southeast.

1. **The State Botanical Garden of Georgia** will have items including the **Southern Flame Azalea, gift shop items, a selection of trees, shrubs, perennials, annuals, herbs, vegetables and more.** The sale will be held in the garden's horticulture complex.
2. **The Trail Gardens at UGA**, which are part of the horticulture department in the College of Agricultural and Environmental Sciences, will feature **many unique plants such as annuals, perennials, vines, tropicals, and succulents.** Profits from the plant sale help fund research and continued support for the garden.
3. **The UGA Horticulture Club** will be selling **garden and landscape plants** near the intersection of Riverbend and College Station roads. Profits help fund horticulture club scholarships and educational activities at UGA. Plantapalooza is a great way to jump-start your spring planting so mark your calendar for **April 14 from 8-2pm!**

For more information on Plantapalooza, please visit bit.ly/Plantapalooza2018



Payroll Transition Update

The OneSource Project help Payroll Transition informational sessions on February 26, 2018. There were multiple sessions covering key changes for both monthly and biweekly payroll. Please visit the Payroll Changes and Transition resource page on the OneSource website (onesource.uga.edu) for more information, including recordings of the sessions, videos, and a Summary and Calendar Quick Reference.

Keep checking the OneSource website for payroll transition information as we move throughout the 2018 calendar year. We will be sure to include any updates in this newsletter as well.

Email onesource@uga.edu with any questions, or just check-in with one of our Change Champions.

Kaba Pilot

Three units are currently participating in the Kaba pilot: Facilities Management Division, Dining Services, and Veterinary Medicine. Each of these pilot units have selected a group of individuals within their unit to participate in the pilot.

A site survey has been conducted with each of the pilot groups to determine the requirements for installing the Kaba time clocks in preparation for the pilot. The pilot timeline is Sunday, April 8 through Friday, May 25.

More information on the Kaba Pilot can be found on the Time and Labor Resource Page. Visit bit.ly/KabaPilot for details.



Human Capital Management Business Process Feedback

- In preparation for the Human Capital Management (HCM) Business Process Design Forums, documentation was posted to the OneSource website. This provided the campus community time to review and provide input/ask questions on these processes.
- Communication Distributed: Wednesday, February 14
- Request Due: Feedback on these processes are due Thursday, April 12 and will drive the meeting agenda.

OneUSG Human Capital Management (HCM) Business Process Design Forums – Monday, April 30, Monday, May 1, and Thursday, May 3

In preparation for the transition to OneUSG Connect, the OneSource HCM Team will be publishing information about the new HR and Payroll business processes and will hold forums to answer questions.

- Mark your calendars for **April 30, May 1, and May 3 from 1:30 p.m. – 4:30 p.m.** at the Special Collections Library, Room 271.
- An e-mail was distributed the week of March 5 with more details about the HR/Payroll Business Process Review and Forums.
- HR/Payroll Business Process documentation will be added to the OneSource website beginning **March 13** and will be posted throughout the month of March.
- You can use this documentation to review summaries of “key” process changes as well as the business process flowcharts.
- You can submit your questions about these processes in advance of the April and May forum dates; your questions and comments will be the subject matter for the meeting agenda.

Data Literacy Forum – Save the Date!

Mark your calendars for a Data Literacy Forum on **Thursday, April 19 from 8 a.m. - 10 a.m.** at the Georgia Center, Room K/L.

UGA Financial Management System - Training

- 190 volunteers involved in training development or delivery
- Self-service materials will be available online including walkthroughs and printable guides
- 22 distributed user classes will be offered
- Primarily based on security roles by module
- Planning happening now for frequency of courses
- Classes offered both in person and online starting in May

Got an awesome garden or a green thumb?

Send up to three photos of your garden to

tim.welsh@uga.edu and they might be featured in a future SPARK newsletter!





Did you know?

Before Spring was called Spring, it was called Lent in Old English. Starting in the 14th century, that time of year was called “springing time”—a reference to plants “springing” from the ground. In the 15th century this got shortened to “spring-time,” and then further shortened in the 16th century to just “spring.”

UBAS Family

The following person is celebrating years of service milestones in April of this year:

Christy Daniel – Accounts Receivable: 10 years

***Please note that for newsletter purposes, we are counting from the employee’s actual hire date and Finance and Administration uses a different date for their recognition.*



Let’s take a moment to congratulate the following UBAS and Budget Division employees for earning “Kudos” from internal and external customers during March 2018:

Kasey Hillsman, Payroll (2 Kudos)
Brad Langford, Post Award Accounting
Jay McGarity, Post Award Accounting
Kim Johnson, Post Award Accounting
Jennifer MacDonald, Post Award Accounting

ADDRESS STICKER



Treasure Hunt!

Get your sleuthing skills ready to play this month’s Treasure Hunt! To play, just find all the hidden **raindrops** in the newsletter, then submit the correct answer via e-mail to **spark-comm@uga.edu** by April 16, 2018. Up to 3 winners will be chosen to receive a prize.

Congratulations to **Amanda H Lapczynski, Carolyn Dial & Gina Roberts** from the Budget Office for winning last month’s treasure hunt!

Enjoy your Jittery Joe’s gift card!

YOUR SPARK COMMITTEE

Darlene Bradley	Budget Office
Christy Daniel	Bursar’s Office
Beth Martin	UBAS
Tiffany Payne	Bursar’s Office
Crystal Rogers	UBAS Programs
Vance Silcott	Insurance & Claims
Holly Snelling	UBAS Programs
Harold Waters	Bulldog Print + Design
Ashley Weed	Property Control
Savannah Whaley	Post-Award Accounting

<http://www.busfin.uga.edu/spark/>