

## OneSource and UBAS and Budget Organizational Changes

*By: James Shore and Holley Schramski*

By now, you all have felt the impact of the OneSource project in one way or another – from attending meetings, answering questions, serving on one of the teams, to maintaining high levels of services while other members of your department are assigned to the OneSource project and readying your department for next steps.

It is no secret that OneSource will change how we do business at UGA. After all, OneSource is a “business transformation project” and not just an “IT project”. This translates into needing very strong teams to plan, design, test, and deploy the systems themselves, but also to manage the business process and organizational changes as well.

While OneSource represents a considerable amount of change, this does not translate into any staff reductions or loss of jobs. Rather, OneSource provides each of us with new opportunities; learning new processes and a new system allows all of us to expand and improve our skill sets and to transform our overall work experience. We are here to support you all as we move through this process. There will be systems training and opportunities to explore how you can be a part of the overall “change management” activities in our division.

Some of you may be concerned with how your job will specifically change. This is perfectly natural and to be expected. We want you to know how to best address those concerns and fears because the reality is; change can be difficult, and we expect that everyone's response will be different. Please know we are here to support you with these changes.

This is a great time to “tap in” to your inner emerging leader and assist with these exciting changes. The OneSource go-live will give everyone the chance to break out of any existing “silos” and to collaborate more effectively, with the broad and diverse programs, functions, activities, and units that make UGA the exceptionally special institution that is.

One of the first exciting changes you will see is the transition of Accounts Payable and Procurement from the Controller’s group to a new Business Services group. A new Senior Director for Business Services will head up this area, and will include the current Administrative Services group. This will help balance out the responsibilities of the Controller, and aligns closer to organizational structures at similar institutions. We hope to fill this new Senior Director role in the coming weeks.

The PeopleSoft general ledger module introduces new responsibilities for the Controller’s Office and the Accounting Department including: chart field and combination code maintenance, maintaining the PeopleSoft trees that manage budgets and other reporting roll ups, overseeing commitment accounting for payroll transactions posted to the general ledger, monitoring transaction processing, and assisting units in resolving issues with the commitment control ledger activities including budget error resolution and creating or processing budget transfers/budget journals.

To reflect the new focus on an integrated financial solution for campus and once we go-live with PeopleSoft Financials Management in July 2018, the Budget Division and University Business & Accounting Services will combine as one and become the Finance Division.

We are especially excited about the new OneSource Service Desk which became operational with the January 2018 go-live of the new UGA Budget Management System (Hyperion). The Service Desk will support Finance and Human Resources as we reach each “go-live” of the Budget Management System, PeopleSoft Financial Management, and PeopleSoft Human Capital Management and remain in place after all go-lives to support level 0/level 1 end-users of these systems and faculty and staff who are navigating the University’s business functions.

After all the OneSource go-lives are complete (January 2019) and once the system is in production and stabilized, we will need someone to oversee the management and coordination of OneSource from a maintenance and enhancement perspective. This individual will work with our division, the user community, EITS and OneSource governance, to manage future releases and upgrades.

These organizational change ideas were researched across other institutions and with assistance from Navigator Management Partners, University of Georgia's external project management consultant for the OneSource project. Navigator is not only providing UGA with project management services, but also some very important change management support and expertise. Navigator researched the organizational structures of several of UGA's comparator, peer, and aspirational institutions. Based on this research, Navigator worked with us to finalize a proposed organizational structure that would best support us as a PeopleSoft institution and best support the new processes by which the university will be impacted.

We look forward to working with each of you as our organization shifts to this new structure and begins using these new systems. Thank you for all you are doing on the OneSource project and all you are doing to support the business operations of the University. Your dedication and service are exceptional. We are proud of all you do!



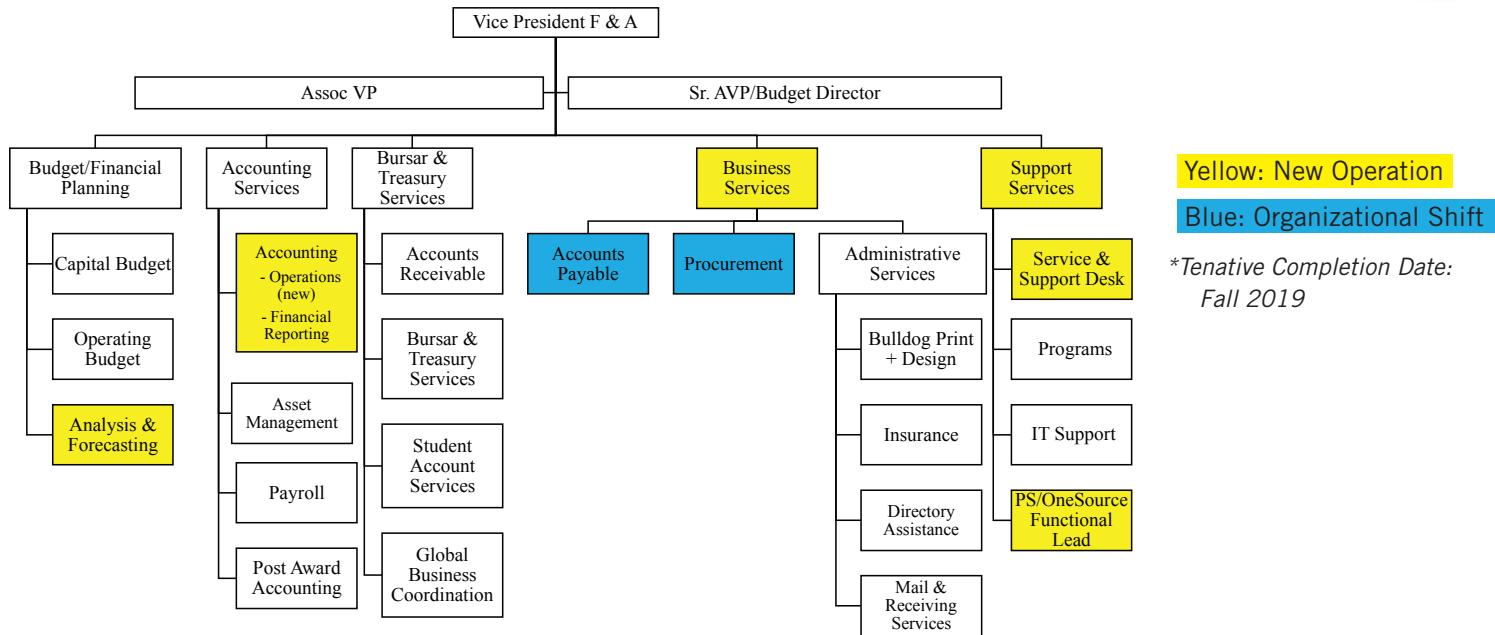
## Kaba Time Clock Planning

UGA's OneSource Project initiative is collaborating with the University System of Georgia on its OneUSG project to provide standardized human resources business practices and IT platforms across institutions. Based on extensive review of how Kronos and PeopleSoft will function, and with feedback across the UGA community, the OneSource Project Leadership Team decided to adopt the Kaba Time Clock and OneUSG Connect time and attendance solution. Planning for the transition from Kronos to the Kaba Time Clock and OneUSG Connect time and attendance solution is underway. A pilot of the new Kaba Time Clock will occur in Spring 2018.

Additional information is available at [onesource.uga.edu](http://onesource.uga.edu)



## Updated UBAS Organizational Chart\*



# Important Payroll Changes

There will be several important payroll changes when the University of Georgia transitions to OneUSG Connect as its new human resources and payroll system. These changes will affect all UGA faculty, staff, graduate assistants, and student workers.

Informational sessions for the UGA community will be held on February 26 at the GA Center, Mahler Hall. To register for one of the information sessions, please visit: [onesource.uga.edu](http://onesource.uga.edu)

## Finance Business Process Updates

Finance business processes were shared with the UGA community in September of 2017. The finance business process documentation found on the Finance Business Process Documentation resource page. It will be updated on a recurring schedule, and current versions of business processes and other documents will be also be posted on this website along with a log control table. The control table will list a description of the change, the page number of the change, and the date of the change.

# UBAS Family

On November 27, 2017, Erica Masters delivered a son, Jackson Eldon Masters. Welcome to the newest member of the Accounting family!

Congratulations to two employees in Procurement on their recent graduations from UGA in December. Ryan Dekle obtained his Master of Public Administration degree and Christy Bailey obtained her Bachelor of Business Administration with magna cum laude honors.

Jill Haag from Procurement retired on January 31, 2018. We wish her much success in her future endeavors and hope she enjoys her time as a UGA retiree.



Brad Langford in Post Award Accounting ran the Walt Disney World Marathon on January 7th with a time of 5:31:25 and finished in the top 39% of the field! Way to go, Brad!

The following people are celebrating years of services milestones in January and February of this year:

John Meyer, Property Control: 5 years

Allison Davis, Accounting: 10 years

Brad Langford, Post Award Accounting: 15 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.*

# HAPPY 233RD BIRTHDAY UGA!

# UGA Facts

The first UGA football game was played in January 1892 and resulted in a resounding 50-0 win over Mercer. The second game? UGA lost 10-0 to Auburn University on Feb. 20, 1892, in a game played at Atlanta's Piedmont Park. The "Deep South's Oldest Rivalry" stands at 57-55-8 Georgia.



Uga was the 1st mascot to attend the Heisman trophy ceremony with Herchel Walker in 1982.



Let's take a moment to congratulate the following UBAS and Budget Division employees for earning "Kudos" from internal and external customers during January 2018:

Sam Chafin, Procurement  
Carolyn Dial, Budgets  
Audrey Schroeder, Payroll  
Joy Carrell, Accounts Payable  
Mel Bemis, Post Award Accounting  
Janice Lackey, Post Award Accounting  
Annette Evans, Procurement

## Treasure Hunt!

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

## New Employees

We would like to take the opportunity to welcome the following people to the UBAS Family:

Patricia McDonald, Payroll  
Javae Greene, Accounts Payable  
Amy Beth Parker, Accounts Payable

## YOUR SPARK COMMITTEE

Darlene Bradley	Budget Office
Christy Daniel	Bursar's Office
Maddison Dean	Procurement
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/>