

UNIVERSITY SYSTEM OF GEORGIA

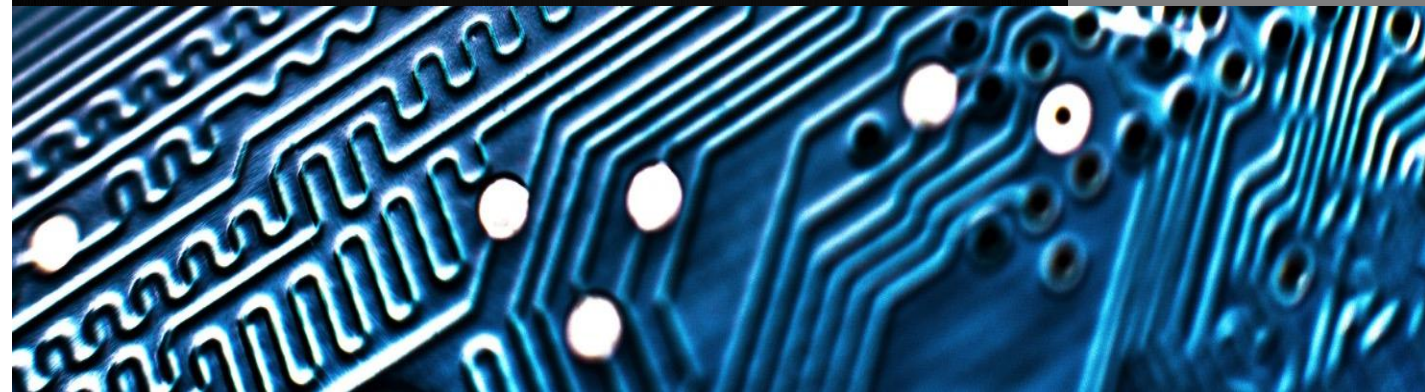
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Information Technology Services

The top right section features a dark grey background with several white, stylized cloud-like shapes at the top. Below these is the official logo of the University System of Georgia, which consists of a central emblem of a classical building with columns, surrounded by the text "BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA". To the right of the logo, the text "UNIVERSITY SYSTEM OF GEORGIA" is displayed in a bold, white, sans-serif font, followed by a thin white horizontal line and the text "Information Technology Services" in a smaller, white, sans-serif font.

# OneUSG Connect – Careers

## Recruiting and Onboarding Summary



# Careers Agenda

- Core Functionality
- Careers Integrations
- Readiness Kits
- Project Approach
- Benefits/Wins



# Talent Acquisition Management Core Functionality

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Talent Acquisition Manager is a complete, integrated system that enables organizations to effectively manage workforce acquisition across all employment categories. Whether you have a few resumes to fill hard-to-find positions or you have plenty of resumes but top candidates are scarce, Talent Acquisition Manager is ideally suited to meet your needs in any type of hiring conditions. Streams of applicants can be screened, interviewed, and hired quickly and efficiently.

- Create and manage job openings
- Enter and manage applicant information
- Manage job postings
- Search for job openings and applicants
- Screen applicants
- Route applicants
- Manage applicant interviews
- Manage offers
- Prepare applicants for hire

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## Candidate Gateway Core Functionality

Candidate Gateway enables applicants (internal and External) applicants to:

- View information about current job openings in the organization
- Search for job openings that match their interests
- Save job search criteria
- Save job openings
- Use multiple resumes in the job application process
- Submit job applications and resumes for specific job openings
- Submit job applications and resumes without applying to a specific job
- Submit employment references, cover letters, and other documents
- Complete online screening questionnaires
- View notifications from recruiters
- View interview schedules
- Refer friends
- Complete interview evaluations
- Review personal and team interview schedules



# Careers Core Functionality

- Step 1 – Job opening is created, approved, posted and marketed (Workflow by Institution)
- Step 2 – Candidates apply for the position
- Step 3 – Candidates are reviewed, rejected or invited to interview
- Step 4 – Offer created and approved (Workflow by Institution)
- Step 5 – Offer communicated – applicant accepts or declines offer (No ‘holds’ on other jobs)
- Step 6 – Background Investigation conducted
- Step 7 – Selected candidate is hired using Manage Hires – May be added as POI (future start date)
- Step 8 – Onboarding vendor – I9, eVerify, Smart Forms **(Tentative)**
- Step 9 – Other candidates attached to job opening will be rejected at hire
- Step 10 – Job opening is filled/closed

# Current USG Applicant Tracking Systems

**PeopleAdmin**

**Hire by Touch™**

**Oracle Taleo Cloud Service**

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**ApplicantPRO**

**MANUAL**

# Careers Building Blocks

## Reporting:

- Job Openings
- Applicant Listing
- Manage Hires Audit
- Vacant Positions
- Job Aging Analysis
- Regulatory Reports

## 3<sup>rd</sup> Party Interfaces:

- Sterling
- Equifax (Future)
- Job Boards (Future)

## Table Maintenance:

- Job Opening Templates
- Application Templates
- Recruitment Templates
- Sites



## Position Management:

- Create New Positions
- Clone Positions
- Update Positions
- Vacant Positions

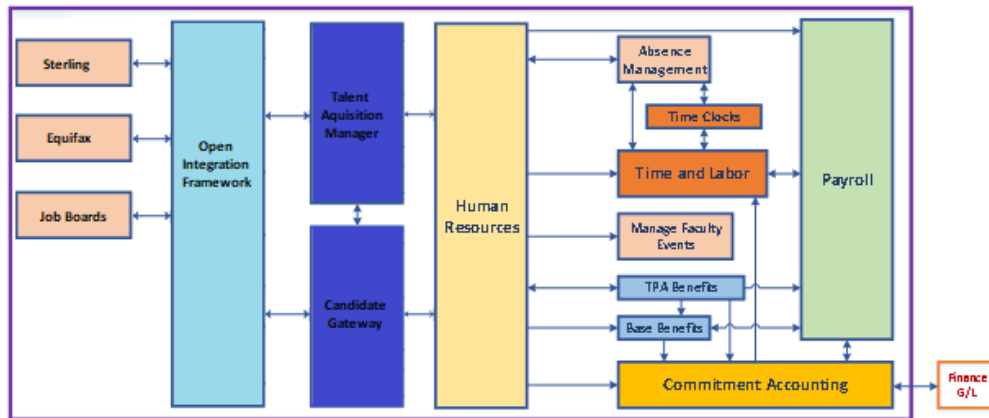
## Population Served:

- Staff
- Faculty
- Executive
- Part Time Faculty
- Students
- Volunteers

## HR Transactions:

- Hires
- Rehires
- Dual Appointment
- Promotions
- Transfers

# High Level OneUSG Connect Integration





# Readiness Kit – Training

## Careers Readiness Kit – Training

- Responsibility – Institutional
- Audience – Managers and Employees
- Type – Train the Trainer
- Content – Manager Training Material
- Timing – Week of November 6<sup>th</sup>



# Readiness Kit – Communications

## Careers Readiness Kit – Communications

- Responsibility – Institutional
- Audience – Leadership, Practitioners, Managers and Employees
- Content – Module Introductions and ‘Did you know’s’
- Timing – Week of November 6<sup>th</sup>

# High-level – Project Approach

- Overall Plan - Includes Primary Setup, Development and Testing Plan
- Institutional Plan – Includes Specific Institutional Items, Testing, Cut Over Tasks, Clean Up Tasks, etc...
- No conversion – Individual needs recognized for ramping down/ramping up systems, data retention, website changes, etc...

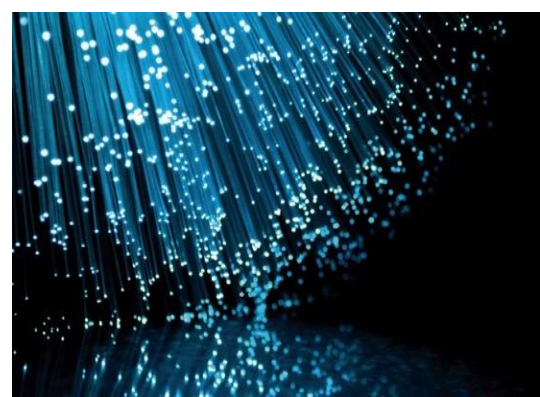
# Benefits / Wins

- Reduce manual/dual entry of data
- Improve applicant & practitioner experience
- Improved hiring manager experience
- Integrated ATS and onboarding solutions with PeopleSoft HCM and 3rd party vendors
- Standardize and simplify business processes, procedures, and forms/packets – reduction in paper based forms
- Reduced compliance risk
- Cost savings in applicant processing
- Centralized data allows for cross institutional reporting and metrics
- 3<sup>rd</sup> party cost savings – consolidated contracts and volume discounts
- Increased system usage and more modern hiring process

# To Learn More

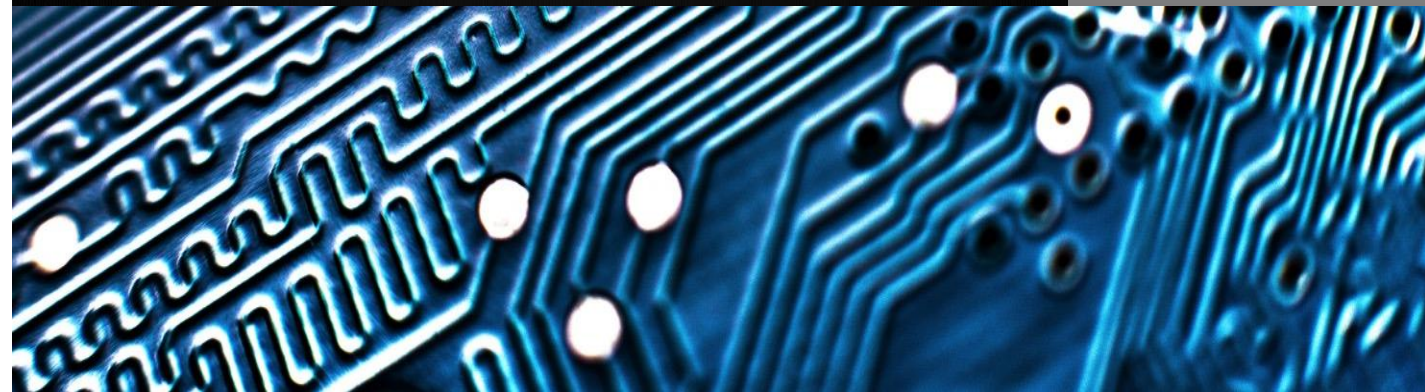
- **Contact the OneUSG Project Team**
- **Touch bases with your HR department or your institution's OneUSG project team**
- **Request a demo;**
  - ✓ Contact Michael Smith in ITS  
[michael.smith@usg.edu](mailto:michael.smith@usg.edu)





OneUSG Connect  
Manage Faculty Events

October 25, 2017



# Foundation Concepts



## Current State

Records faculty related events

Duplicates HR actions



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## Future State

Records faculty specific data without duplicating HR actions

Integrates with HR, providing the ability to view HR data



# Foundation Concepts (continued)



## Current State

Provides “Basic”  
Functionality



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## Future State

Provides Additional  
Functionality & Enhancements:

- Faculty Data Self-Service
- Promotion & Tenure Eligibility Calculation
- Manage Case/Committee Review (P & T)
- Part-Time Faculty Reappointment (HR process)





# What's New?



## Current State

Tenure and Promotion  
Service history tracked  
manually or in shadow system

'Stops' in the tenure clock  
tracked manually or in a  
shadow system



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## Future State

Tenure and Promotion  
Service History recorded in  
OneUSG Connect

Record 'stops' in the tenure  
clock

# What's New? (continued)



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## Current State

Faculty cannot add credentials, must be submitted and entered by MFE practitioner

Promotion & Tenure committee decisions are tracked manually or in a shadow system



## Future State

Faculty can add credentials online (approval required) – Employee Self-Service (ESS)

Manage Cases – Promotion & Tenure committee decisions can be recorded

# What's Changing?



## Current State

Faculty status changes are tracked as 'events' in ADP

Include HR data in the MFE record (i.e., initial and reappointments)



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## Future State

No 'events'... 'Add' rows to update appropriate fields

Ability to view HR Data - HR data no longer duplicated in MFE

# What's Not Changing?



## Current State

MFE module maintains  
faculty data

Activity Distribution



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## Future State

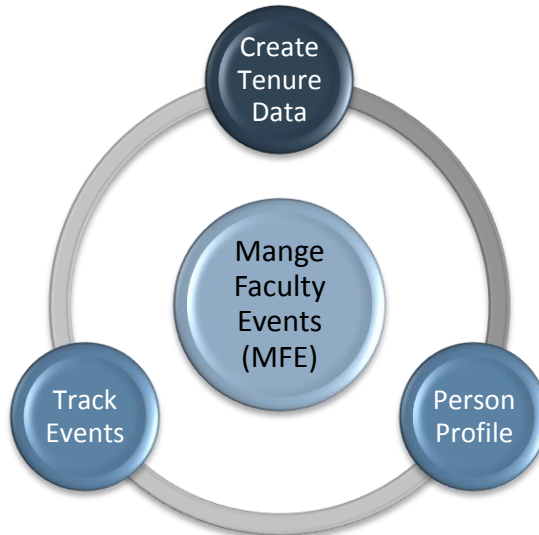
MFE module will continue to  
be the source of faculty data  
(rank, tenure, teaching CIP)

Effort percentages will still be  
entered, but known as  
Funding & Effort

# Key Functional Areas

## Create Tenure Data:

- Track aspects of a faculty member's appointment such as:
  - Teaching CIP
  - Tenure Status
  - Academic Rank
  - Tenure Home Department
  - Eligibility Dates for pre-tenure, tenure, and post-tenure review
  - Joint/Secondary Appointments
  - Prior Experience Credit
  - Service History
  - Rank History



## Track Events:

- Track events related to a faculty member's appointment such as:
  - Additional Posts
  - Special titles
  - Funding & Effort

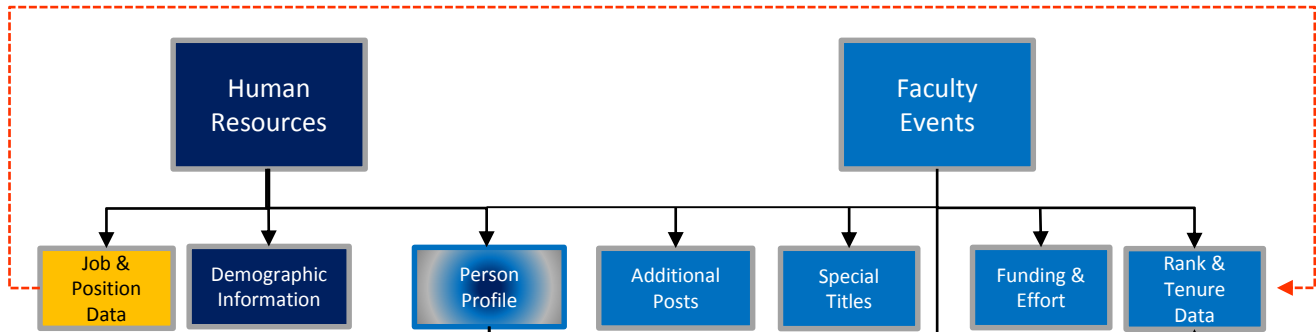
## Person Profile:

- Track degrees, certifications & licenses

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# Data Inflows & Outflows





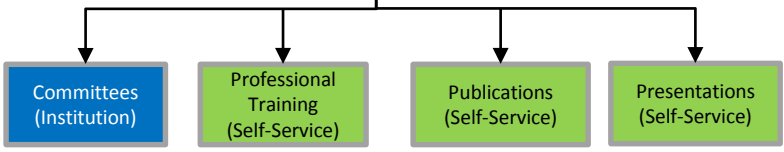
View Only for Faculty Events

HR – Staff  
Faculty Events - Faculty

Initially entered by Faculty Events but can also be submitted by faculty via Employee Self-Service

Shared Services Center

Optional



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# Key Decisions





## Create Tenure Data

No	Decision
1	MFE practitioners will have access to HR Job Data (view only)
2	System will calculate eligibility dates for promotion and tenure (includes pre-tenure and post-tenure review)
3	Shared Services Center will run the annual service calc process (same point in time for all institutions)

# Key Decisions

## Track Events

No	Decision
1	Special Titles and Additional Posts (administrative) are institution-specific and will be maintained by the institution
2	The promotion and tenure eligibility flag on Job Data will be maintained by MFE practitioners
3	MFE practitioners to maintain faculty committee membership

# Key Decisions

## Person Profile

No	Decision
1	Faculty will have the ability to submit credentials (degrees, licensure, certifications) via Employee Self-Service, but record will not be updated until approved by MFE practitioner
2	Separate staff and faculty approval workflow
3	Shared Services Center will maintain the CIP and school code tables
4	Staff degrees will not be converted (do we want to take this off?)

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# Key Changes



## Create Tenure Data

No	Change Description
1	Effective-dated rows to retain history
2	Automatic population of select fields from HR data
3	Ability to view Job Data from the rank/tenure page
4	System calculation of eligibility and review dates

## Track Events

No	Change Description
1	Ability to assign institution-specific details to Additional Posts (Administrative) and Special Titles
2	Ability to flag jobs as applicable to promotion and tenure eligibility

# Key Changes

## Person Profile

No	Change Description
1	Ability for faculty to submit additional credentials via Employee Self-Service



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# January Roll Out Milestones





# January Roll Out Milestones

September		October		November		December		January	
4 - 8	Initial data conversion from ADP for system test								
		9 - 13	Second data conversion from ADP						
		16	User Acceptance Testing	10	User Acceptance Testing				
				15	RPA initial IPEDS file			15	MFE Go-Live (after IPEDS validation)
						22	OneUSG Go Live		

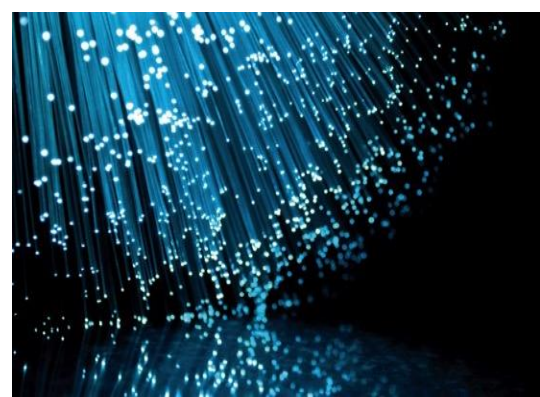
MFE User Acceptance Testing (UAT) dates have not been finalized



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# Demonstration of the MFE Module and Faculty Data Self-Service

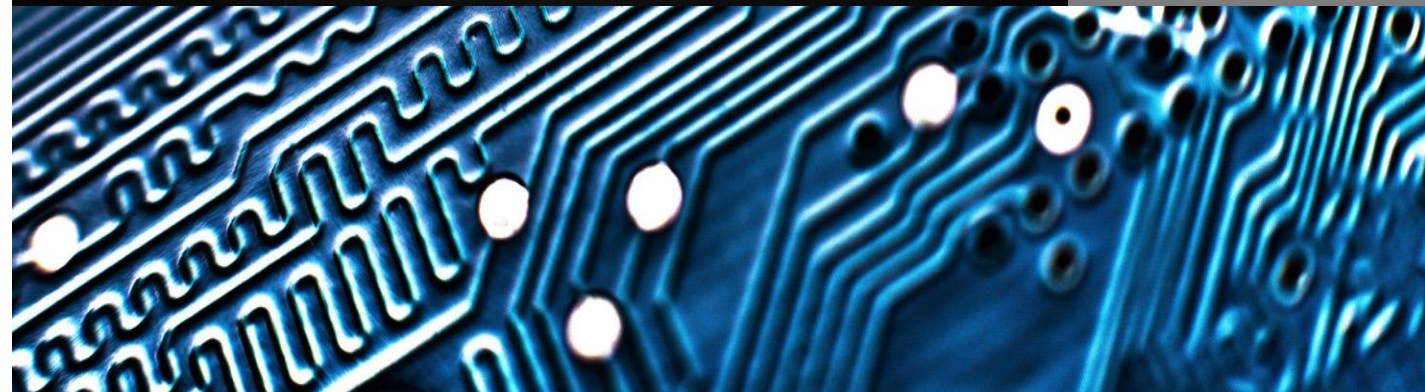




# OneUSG Connect

RPA and IPEDS

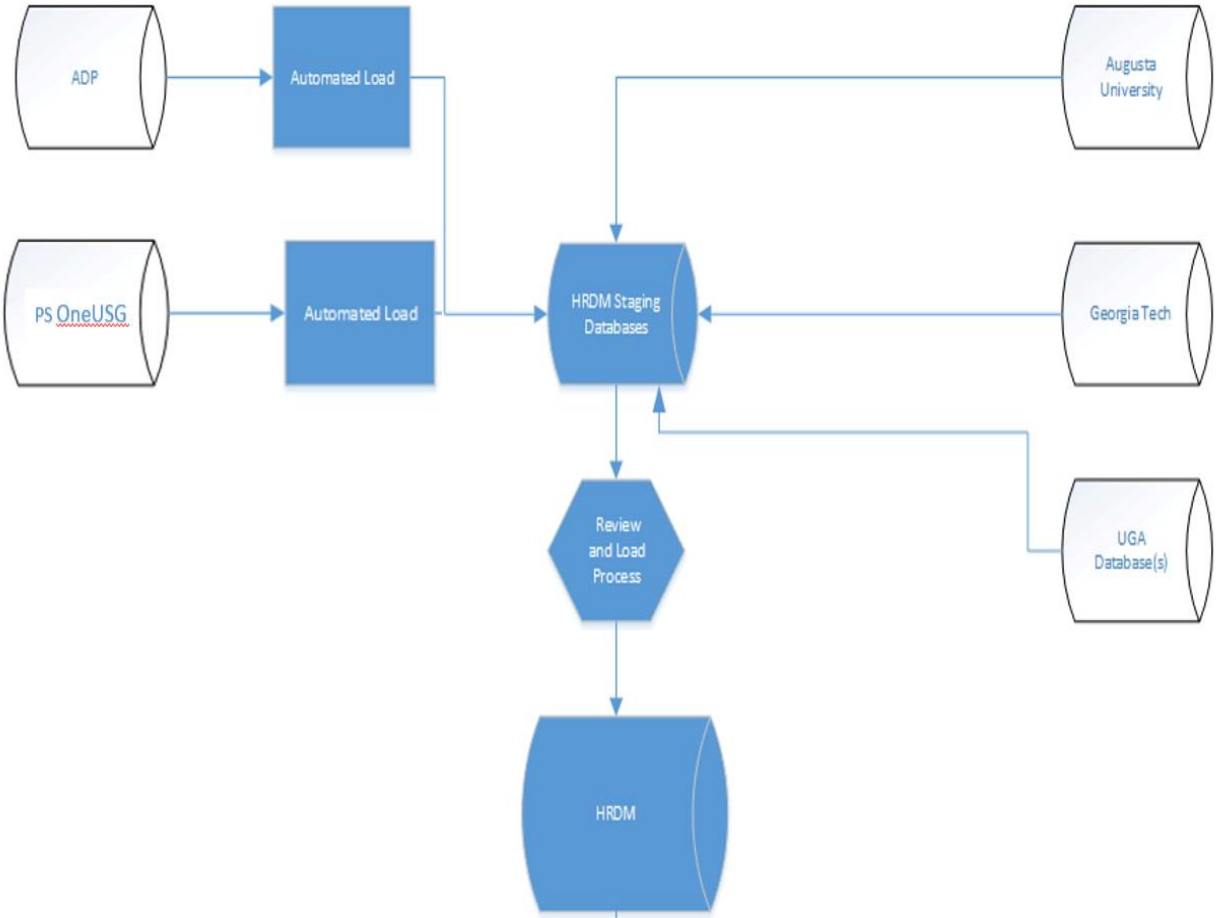
October 25, 2017



# RPA and IPEDS

- HRDM (HR Data Warehouse) for reporting
- OneUSG Timeline
- Meetings with MFE Data Entry Liaisons, HR and IR Representatives
- HR and MFE data definitions
- Key IPEDS dates
- Deliverables for IPEDS validations

# HRDM Data Flow Overview



Cohort 1 (Live)	Cohort 2 (Dec 16, 2017)	Cohort 3 (March 24, 2018)	R1 Institutions
System Office	Abraham Baldwin/Bainbridge	Atlanta Metro	University of Ga (Jan. 2019)
Columbus State	Fort Valley	Clayton State	Augusta University (July 2019)
Ga College	Ga State	Dalton State	Ga Tech (Jan. 2020)
Ga Gwinnett	Gordon State	Ga Highlands	
Ga Southwestern	Middle Ga	Albany/Darton	
Valdosta State	Ga Southern/Armstrong	College of Coastal Ga	
	<b>IPEDS IMPLICATIONS</b>	East Ga	
		Kennesaw State	
		Savannah State	
		South Ga	
		University of North Ga	
		University of West Ga	

# Meetings with MFE, HR and IR

- Bi-weekly meetings to standardize entry of faculty data
  - Meetings in June and July consisted of MFE Data Entry Liaisons
  - Joint Macon meeting on August 28-29
  - **Next meeting on 10/31/17**
  - **Upcoming meeting with cohort 2 institutions**

MFE , HR Data Elements	MFE , HR Data Elements	MFE , HR Data Elements
1. Tenure Status	7. Public Service Activity Percentage	13. Race Code *
2. Academic Rank	8. Research Percentage	14. US Citizenship Status *
3. Teaching CIP	9. Administrative Percentage	15. SOC IPEDS Code *
4. Tenure Status Date	10. Full-Time Employment Indicator *	* HR Data Elements
5. Rank Change Date	11. Job Code *	
6. Academic Activity Percentage	12. Gender Code *	



# Tenure Status

- **Not in a Tenure Type Position:** All not tenure eligible full-time and part-time faculty such as limited term faculty, temporary faculty, and visiting/research professors.
- **Not Tenured on Track:** Full-time tenure track positions that have not been awarded tenure.
- **Tenured:** Faculty who have been awarded tenure.
- **Other:** Personnel who are required to have information entered in Faculty Events but do not have faculty status and should not be counted in IPEDS as faculty (such as a staff member or graduate assistant teaching a course).
- **Tenure Denied:** Required for 'Not Tenured on Track' faculty who went up tenure and were denied (when there are no remaining attempts).

# Full-Time Employment Indicator

- **Existing Definition:** This is the indicator which designates whether an employee is Full-Time or Part- Time.
- In HRDM Y = Full-time and N = Part-time.
- Currently institutions are free to determine whether an employee is full-time by their own standards.

# Key Dates

- **November 1, 2017** Snapshot.
- **Nov.1-Jan.16** Validation and correction.
- **December 13, 2017** View HR data in IPEDS.
- **January 16, 2018** Deadline for all campus changes.
- **January 17, 2018** Snapshot frozen. Data final.
- IPEDS reports will be run and uploaded.  
**MAY NOT BE CHANGED.**
- HRDM reports will be run for legislature and other inquiries.
- **Separate timeline for cohort 2 institutions currently being finalized**

# Deliverables for IPEDS validations

- Job Aids
  - MFE Data entry guide
- OneUSG Job Aids  
(<http://www.usg.edu/oneusg/documentation>)
- HR & MFE data elements guidance document
- Plus other documents on HRDM SharePoint site
- **Meeting on 10/31**

