

Southern Polytechnic State University

# Shared Services Insider

## The University System of Georgia Shared Services Initiative Goes Live July 2009!!!

In June of 2008, the Board of Regents approved implementation of a shared services strategy for the University System of Georgia. Under this strategy, several Human Resources and Payroll services which are currently being done manually will be automated. Additionally, a number of payroll and HR services will be consolidated for 32 of the 35 USG institutions by ADP. This shared services strategy will also involve a payroll system conversion as well as development of a physical shared services center. More details on the shared services center will be provided in our next bulletin.

The expected outcomes of this endeavor are to increase service and efficiency through the use of technology and to leverage system-wide resources. The initiative will also provide employees, supervisors and administrators with greater access to on-line tools and resources, will enhance the system's reporting capabilities and will enhance the overall customer service provided to relevant USG constituents including employees, retirees, supervisors and administrators.

The Office of Human Resources has developed this bulletin to keep the campus community informed of updates and developments regarding the project. We'll also be sending e-mails and other communications, so stay tuned!!!

### How Will Shared Services Impact You?

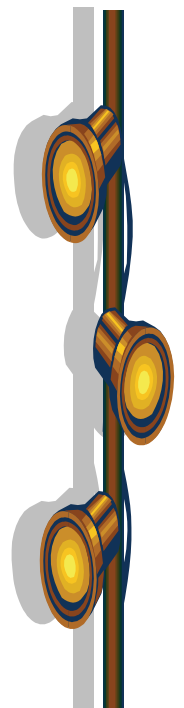
Under the shared services structure, a number of our current processes and services will be automated and handled electronically. Additionally, employees will have access to enhanced and more robust self services tools. **Here are highlights of what's to come:**

#### Employee Resources and Services:

- **View and update:**
  - ⇒ Benefits information (including new hires elections and open enrollment changes)
  - ⇒ Direct deposit bank designation
  - ⇒ Dependent information
  - ⇒ Address and other personal information
- **View and Print:**
  - ⇒ Direct deposit advice
  - ⇒ W-2s On-line

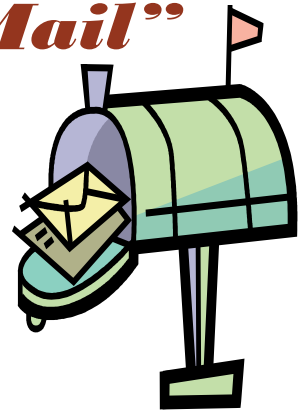
#### Administrative Resources and Services

- **Electronically submit and/or approve:**
  - ⇒ EIF's
  - ⇒ Time and attendance records [i.e. timesheets]
  - ⇒ Sick leave or vacation time requests for all faculty and staff
- **New Information Systems will include:**
  - ⇒ Manager Self Service which will give managers greater access to information on employees under their supervision
  - ⇒ Manage Faculty Events for tracking faculty rank and tenure



## Don't Have Direct Deposit? *Your Check Will be "In the Mail"*

Effective July 2009 employees who are not enrolled in Direct Deposit will no longer be able to pick up payroll checks from the campus' Payroll or Business Office. For any employee not currently enrolled in direct deposit, your paycheck will be mailed to your mailing address of record from an ADP processing center via the United States mail ON payday.



**This will apply to all employees including faculty, staff, administrators and students.**

**To ensure that you are paid in a timely manner, anyone not currently enrolled in direct deposit is encouraged to sign-up now. Employees who may not be able to establish a bank account should contact the HR or Payroll Office to discuss possible options.**



### Keys to a Successful Conversion

This conversion will impact every employee, supervisor and administrator on campus. This conversion will also change the way we do business with our retirees and separated employees. As such, it will be critical to stay in-tune with what's going on relative to the project.

Here's what you can do to ensure that the conversion is a success:

- ◆ Stay abreast of updates. This means closely reading and reviewing any materials you receive.
- ◆ Provide timely responses to any information requests that you may receive from HR or the Payroll Office.
- ◆ Attend training as appropriate.



*For questions or more information you may visit the shared services website at <http://www.usg.edu/sharedservices/>*

**You can also contact either **Quint Hill**, Assistant Director of Human Resources at [qhill@spsu.edu](mailto:qhill@spsu.edu) or **Sandy Weaver**, Assistant Director of Payroll at [sweaver@spsu.edu](mailto:sweaver@spsu.edu).**