HR/Payroll Project

Key Project-Related Messages

Below are key messages that can be widely shared to inform people about the HR/Payroll Project and the new system. See pages 2-3 for additional information.

ABOUT THE HR/PAYROLL PROJECT

1. As of October 2018, we are 11 months into a 16-month Project (Phase 1) to implement an advanced HR/Payroll system.

2. The new system will improve efficiency through redesigned business processes and a simplified interface using user-friendly electronic forms.

3. The changes will modernize a technology platform that is more than 30 years old, giving us a strong system that can support a major University over the long term.

4. The project to build the system is on schedule, with a planned go-live for Phase 1 of April 2019.

5. Throughout the project, staff who will use the new system have been very involved. As an example, 133 people reviewed preliminary process designs and gave feedback.

STRENGTHS OF THE NEW SYSTEM

6. The new system will simplify and automate what has long been done on paper, replacing more than 70% of the paper forms in HR and Payroll with electronic forms.

7. The system will use USC ID and not SSN as a person’s primary identifier, strengthening identity protection.

8. With the system’s Self Service functions, employees will be able to review and update their personal information, review benefits information, request electronic W-2s, set up multiple direct-deposit accounts, and more.

9. PeopleAdmin will continue to be used for creating position descriptions, postings, hiring proposals, onboarding, etc.

UPCOMING MILESTONES TO ENSURE READINESS

10. The new system will undergo a series of rigorous tests to ensure readiness before go-live.

11. Training will begin in late January 2019 with Train the Trainer sessions, followed by web-based learning for Self Service beginning in February, and in-class training for HR and Payroll staff beginning in early March.

REALITY CHECKS

12. With the new system, it will be essential to submit HR and Payroll transactions in a timely manner.

13. Electronic forms will deliver an important measure of standardization, but this will remove some of the flexibility that paper forms can provide.

14. As happens with all innovations, implementation of the new system will cause a temporary dip in productivity.

COMPREHENSIVE INFORMATION

15. The project website at sc.edu/hrpayrollproject is stocked with information, updates, handouts, videos, and more.
HR/Payroll Project

Detail: Key Project-Related Messages

See below for expanded information about the key messages.

ABOUT THE HR/PAYROLL PROJECT

1. As of July 2018, we are 11 months into a 16-month Project (Phase 1) to implement an advanced HR/Payroll system.

2. The new system will improve efficiency through redesigned business processes and a simplified interface using user-friendly electronic forms – giving us functionality that better meets our business needs and helps us better serve the USC community.

3. The changes will modernize a technology platform that is more than 30 years old, giving us a strong system that can support a major University over the long term.

4. The project to build the system is on schedule, with a planned go-live for Phase 1 of April 2019. Phase 1 includes HR, Payroll, Benefits, and associated Self Service functions. Phase 2, with a planned go-live TBD, includes Time and Labor, Absence Management, and associated Self Service functions.

5. Throughout the project, staff who will use the new system have been very involved. For example, 133 people participated in 41 Conference Room Pilot sessions to review process designs and provide feedback. Earlier, people from all the campuses were involved in identifying business requirements.

STRENGTHS OF THE NEW SYSTEM

6. The new system will simplify and automate what has long been done on paper, replacing more than 70% of the paper forms in HR and Payroll with electronic forms. Many of these will only display information and fields needed to execute an action, processing transactions directly in the system.

   Partial list of electronic forms (e-forms) to be included in the new HR/Payroll system:

   **Job Changes** – Will be used to process job changes, replacing PBP 4/5. Built-in logic will assist users in completing the action, with automated workflow for approvals and appropriate notifications. Will display data populated automatically from PeopleAdmin’s “modify PD actions” function. User-entered data will be validated by Central HR.

   **Hire for Faculty and Staff** – Populated by data from the PeopleAdmin hiring proposal. Data will be validated by Central HR and Grants and Funds Management when applicable.

   **Status Changes** – Will automate the processing of Status Changes, with appropriate logic built in to assist end-users in completing the action. Currently done using the PBP-7-LWOP or PBP-7 SEP forms.

   **Additional Pay** – Will be used to process additional pay, including non-base pay adjustments such as bonuses, monetary awards, temporary salary adjustments, etc.

   **Benefits** – Will replace the paper form, enabling newly hired employees and newly eligible employees to elect state insurance benefits (such as health, dental, and flexible spending accounts) through the system’s Employee Self Service. The system is being designed to allow a Benefits Administrator to do this for an employee if necessary.

   **Student Hire** – Will display demographic information based on USC ID search – and show available Financial Work Study awards for the potential student hire.

   **Account Changes** – Will display current funding information for an employee based on USC ID search and the security level of the Initiator. Changes can be made directly by authorized users.
PeopleAdmin will be automatically integrated into the data contained in PeopleSoft. Responsibility increases will also continue to be processed through PeopleAdmin. Onboarding information, and more.

The new system will use USC ID and not SSN as a person's primary identifier, strengthening identity protection.

With the system's Employee Self Service functions, employees will be able to review and update their own personal information, review benefits information, request electronic W-2s, set up multiple direct-deposit accounts for their pay, consent to receive Form 1095-C electronically (employer-provided health insurance offer and coverage information), and more.

PeopleAdmin will continue to be used for creating position descriptions, job postings, hiring proposals, and onboarding events. Reclassifications, promotions, demotions, reassignments, and additional duties and responsibility increases will also continue to be processed through PeopleAdmin. The data that resides in PeopleAdmin will be automatically integrated into the data contained in PeopleSoft.

The new system will undergo a series of rigorous tests to ensure readiness before go-live. This includes System Integration Testing (to confirm that the full system is functioning as designed), User Acceptance Testing (involving people who work in HR and Payroll), and Parallel Testing (to run Payroll numbers with the old system and new system side by side, to confirm that outputs are aligned).

Training will begin in late January 2019 with Train the Trainer sessions for selected USC employees. This will be followed in February by web-based learning for Self Service functions, and in-class training sessions for HR and Payroll staff beginning in early March. Training will be role-based, providing the skills and guidance that employees need in order to be “productive on day one” when the system goes live. These learning experiences will be supplemented with downloadable job aids and system support.

Retro Changes – Will display historical funding information for employee based on USC ID search and the initiator’s security level. Retroactive changes can be made on the form and sent to Central Payroll for processing.

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