HR/Payroll Project
Update – May 3, 2018

The preliminary design of the new HR/Payroll system has been completed. Below are some of the changes that will be a part of the new system upon Phase 1 implementation.

HR: PeopleAdmin will not change with the new system. There might be some minor field changes, but the process itself will not change, and PeopleAdmin will continue to be used for creating position descriptions, postings, hiring proposals, and onboarding. Reclassifications, promotions, demotions, and reassignments will also continue to be processed through PeopleAdmin as they are today. An interface is being created so that select information is fed from PeopleAdmin to PeopleSoft, but this communication will happen automatically, without requiring any additional knowledge or keystrokes.

HR: Many of the job transactions that are now done manually with paper forms will be automated and done on-screen with the new system. One prime example is PBP-4/5 (Miscellaneous HR Action Form for Non-Students). Used for job changes, the paper form will be replaced by an on-screen form that pre-fills with key information – and feeds newly entered information directly and immediately into the system for quicker processing. Other examples include PBP-7-LWOP (Leave Without Pay), PBP-7-Sep (Notice of Separation), PFP (Pay for Performance), and the Bonus form – all of which will be processed online.

BENEFITS: An automated eBenefits form will replace the paper form, allowing newly hired employees and newly eligible employees to elect benefits through employee self-service – and then updating in PeopleSoft automatically. In cases where a Senior Benefits Administrator needs to do this for an employee, the system will allow them to do so.

BENEFITS: The new system will streamline the retirement benefits enrollment process with PEBA. The system will produce a new-employee eligibility file that will be sent to the South Carolina Public Employee Benefit Authority. When processed by PEBA, this will prompt an email from PEBA to employees with information regarding their retirement benefits options – and directing them to elect their benefits using the PEBA online system. In return, USC will receive a file confirming their elections and other pertinent information.

PAYROLL: The new system will replace the current student-hire tool now in VIP with a PeopleSoft tool. This will replicate student hiring in VIP while providing additional features. For example, the hiring initiator will be able to view any existing jobs the student currently has, as well as the status of the hire at key points in the process.

PAYROLL: Once a student is hired, when changes to the job need to be entered, an online form will be used in place of the current PBP-3 and PBP-3G.
PAYROLL: When using the new system’s automated process for student hiring, entry of the student’s ID will pull up information showing whether that student has a Federal Work Study award. Any available Work Study dollars can then be applied. (This function is currently available at the Columbia campus, but the new system will extend it to the other campuses.)

PAYROLL: Account changes will be online. Current account changes will be entered online. Upon approval, a new row showing the new effective date and funding will be inserted. With retro changes, a query on a person and affected date range will pull up the history on-screen. Rows can then be inserted to change the funding as needed. A straightforward grid format will put all the information and functions in one screen.

The same department numbers will be used by HCM and Finance when the new system goes live. The 6-digit department numbers currently used by Finance will become the standard, replacing the 5-digit numbers currently used in PBP. This will help clarify the organizational structure for the University. Going forward, one department will be associated with an individual’s job.