STAFF COUNCIL TOWN HALL

NOVEMBER 7, 2017

CREATING THE NEXT

PURPOSE

The Staff Council exists to understand perspectives that are representative of the broad population of staff about matters of institutional importance; and to communicate those perspectives, along with advice and suggestions, to the Institute President and executive officers at regular intervals.

AGENDA

- Introductions
- Staff Council – What have we been up to?
- Enterprise Resource Planning Updates
- GTHR Updates
- Open Forum

STAFF COUNCIL SUCCESSES

- Quarterly meetings with Steve Swant
- 5 Spirit of Georgia Tech awards
- 1-year Service Program Rollout

THE ENTERPRISE TRANSFORMATION

STAFF COUNCIL TOWN HALL
NOVEMBER 7, 2017

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THE ENTERPRISE TRANSFORMATION
THE STORY

2001
- Georgia Tech implemented highly customized PeopleSoft Financials 8.4

2006
- PeopleSoft Financials upgraded to version 8.8

2006 - 2014
- Additional systems implemented due to limitations within PeopleSoft

2014
- PeopleSoft 8.8 is out of support with Oracle

2016
- To unite the Financial system and improve capabilities, determined need for a new Financials System

2017
- Workday as vendor for Financial Transformation

Georgia Tech

Our Goal

Serve the Institute better by reducing our administrative burden and increasing our ability to advance our mission

Progress & Service

Our Objective

Develop a campus-wide partnership with an ongoing dialogue

Georgia Tech

Transformation Vision

Transform | By designing data, processes, and systems for the digital age

Build | By **CREATING THE NEXT** platform for service delivery

Unify | By connecting our user community experience

Empower | By optimizing decisions with intuitive analytics

THE ENTERPRISE TRANSFORMATION
WORKDAY FINANCIAL MANAGEMENT
PEERS

THE ENTERPRISE TRANSFORMATION
OUR GUIDING PRINCIPLES

Georgia Tech

- Think Enterprise
- Streamline & Standardize Processes
- Minimize Technical Complexities
- Practice Effective Project Governance
- Communicate, Collaborate & Share

THE ENTERPRISE TRANSFORMATION
OUR SYSTEMS TODAY (TECHWORKS)

**** Pending Plan Phase Results ****

Workday

Workday Impacted

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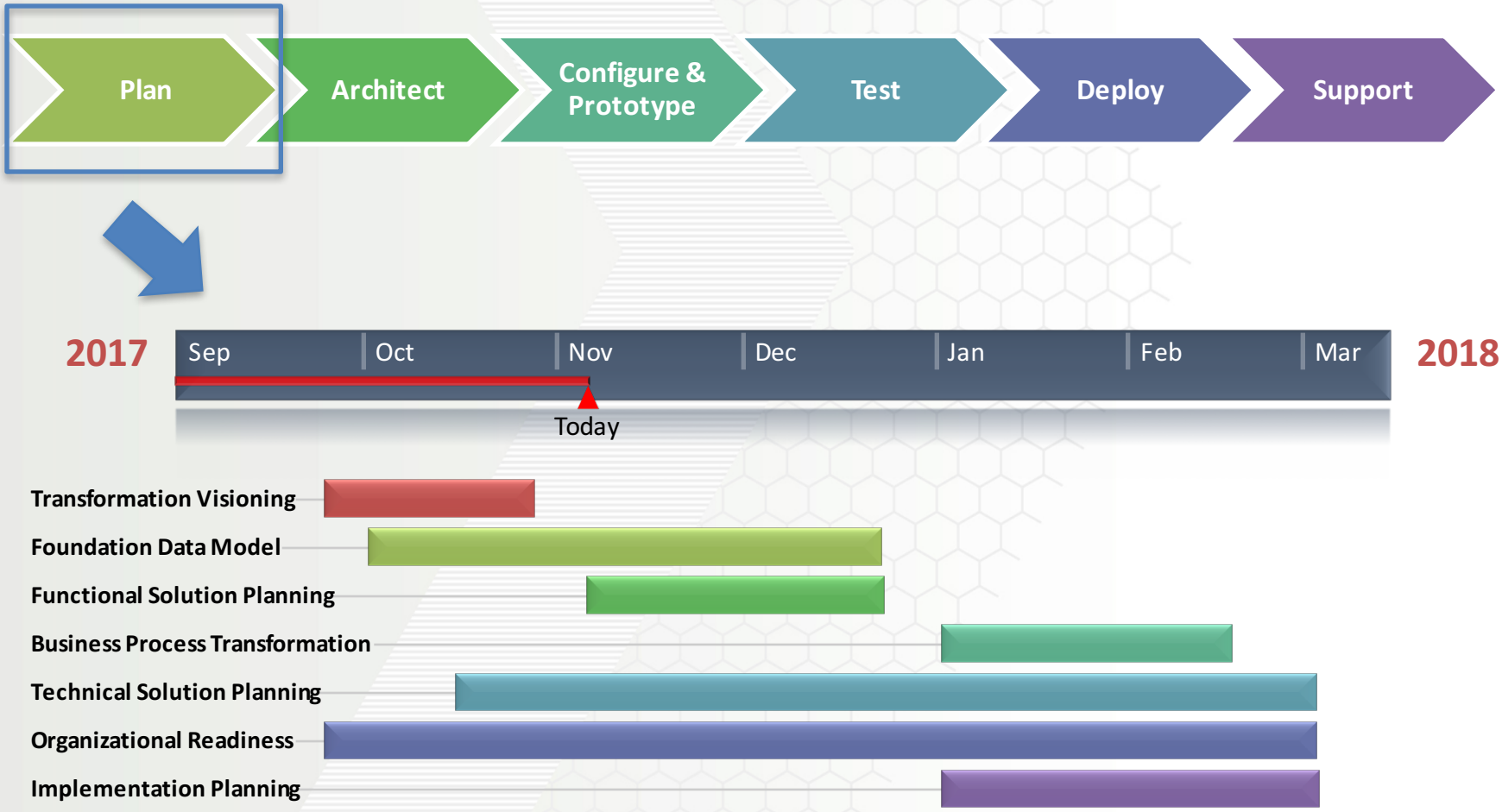
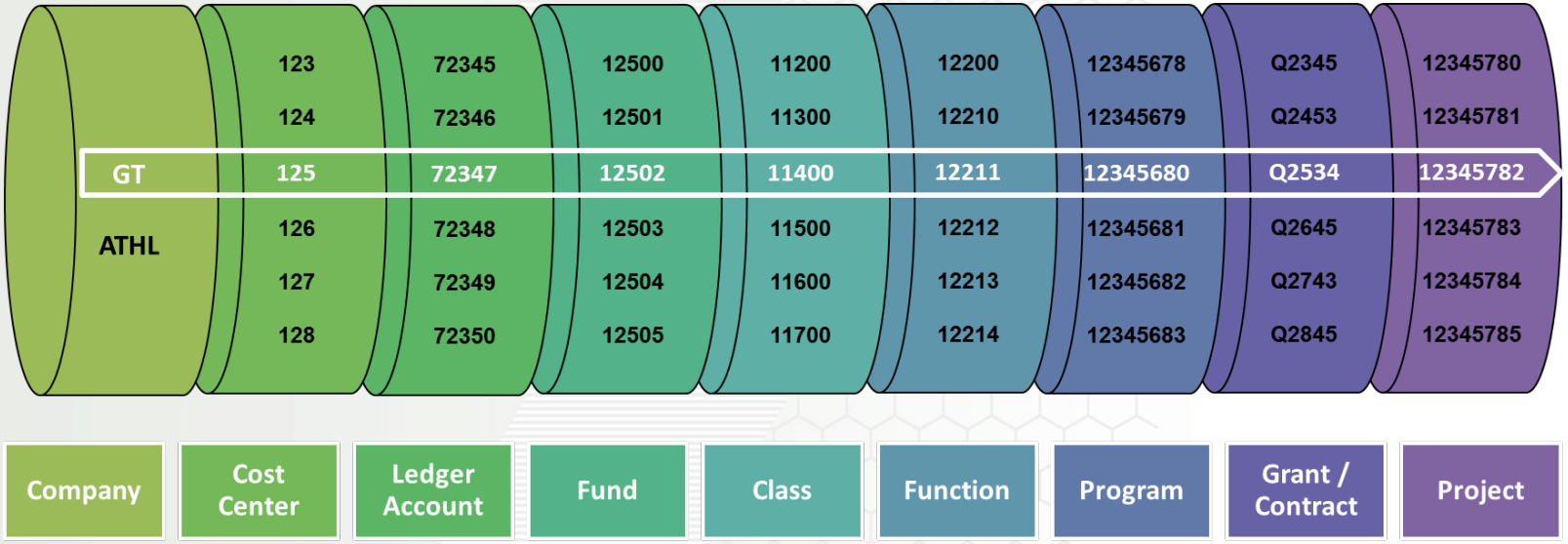
PLAN PHASE WORKSTREAMS



THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

Foundation Data Model Design & Tenant



Please note: Generic example only

- Foundation Data Model
- Foundation Tenant
- Tenant Management Plan

THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

Functional Solution Planning

Review Workday business processes, security, and FDM; identify and assess business impacts

- Workday Demonstrations by Functional Area
- Business Process Transformation Prioritization

FSP

THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

Technical Solution Planning

Engage functional and technical stakeholders to assess technical impacts and develop integration, conversion, and reporting strategies

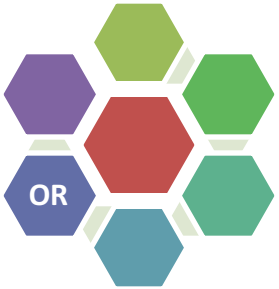
TSP

THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

Organizational Readiness

Develop an Organizational Readiness plan to prepare Georgia Tech for its transformation and align key decision makers and stakeholders across the Institute

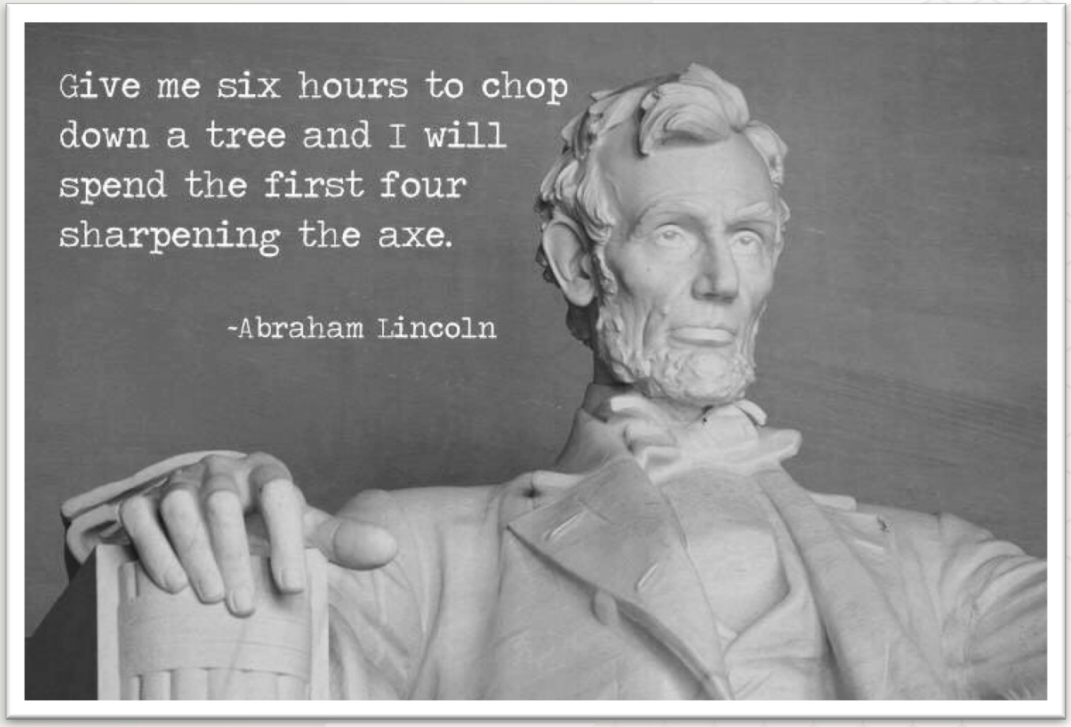
- Organizational Readiness & User Adoption Strategy
- Engagement Strategy & Communication Plan
- Learning Approach
- Transformation Website



THE ENTERPRISE TRANSFORMATION PLAN PHASE WORKSTREAMS

Implementation Planning

Define the scope, effort, timeline, work plan, key milestones, resources, and costs for the Workday implementation



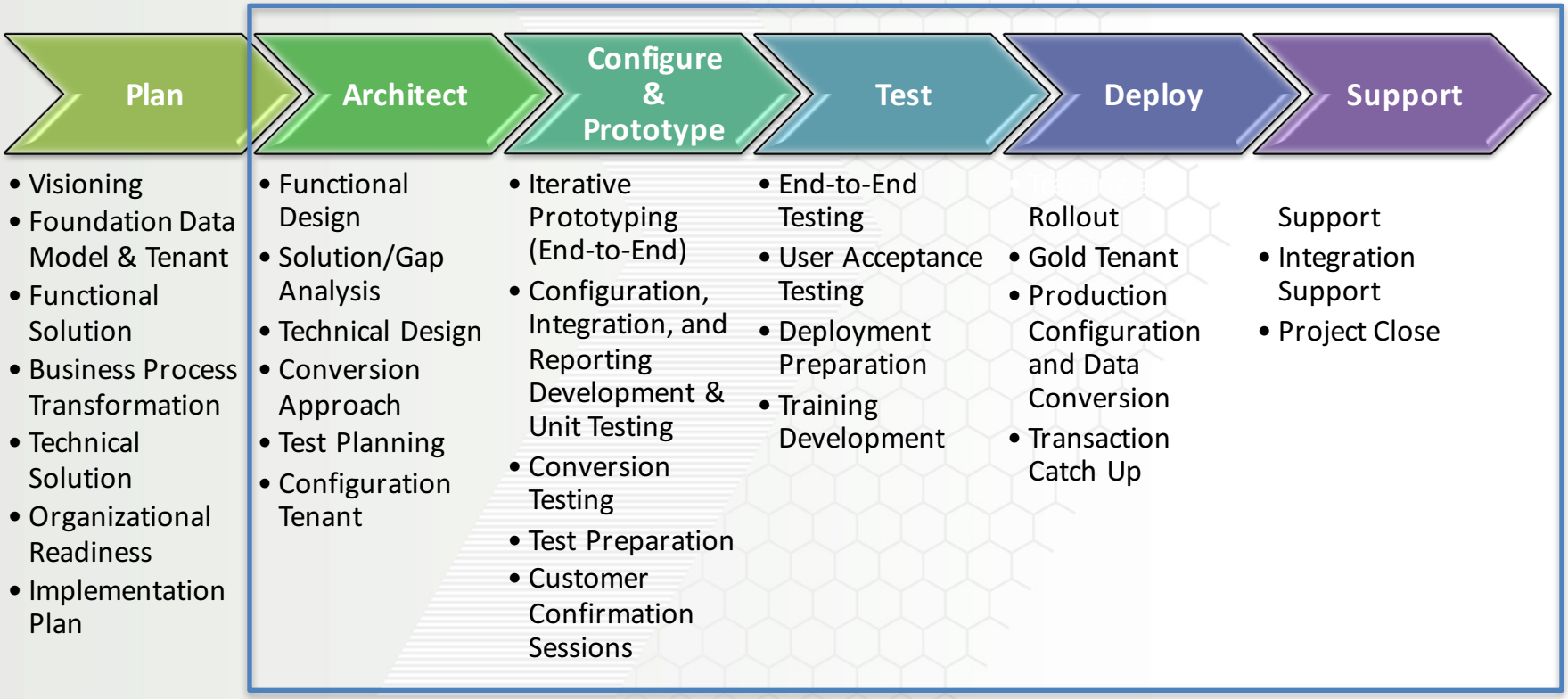
- Project Charter
- Implementation Roadmap
- Implementation Kickoff Presentation

IMP

THE ENTERPRISE TRANSFORMATION WORKDAY METHODOLOGY

Georgia Tech

Implementation



THE ENTERPRISE TRANSFORMATION

“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”
– Albert Einstein

THE ENTERPRISE TRANSFORMATION
LET'S STAY CONNECTED

Georgia Tech

Questions?

Feedback: **erp.ask@gatech.edu**

Be a Transformation Ambassador

- Spread the word
- Get energized
- Build excitement
- Invest your best

THE ENTERPRISE TRANSFORMATION

TRANSFORM YOUR

workday®

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HUMAN RESOURCES UPDATES

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Performance Evaluation Timeline

Deadline	Task	Recommendations
12/1/2017 – 1/5/2018	Self-Assessments	WLPD Courses: • Online Tutorial: Performance Management • Online tutorial: Improving your performance with self assessment
1/5/2018- 2/16/2018	Performance Evaluation Review Period/ Goal Setting Period	WLPD Courses: • Managing your Performance the Georgia Tech Way • Giving and Receiving Feedback • Skills Lab: - Preparing for Performance Management Conversations (Managers) - Preparing for Performance Management Conversations (Employees)
2/16/2018	Submit original signed performance evaluation forms to department HR Contact/HR Rep or HR Business Partner.	WLPD Course: • Online tutorial: S.M.A.R.T. Goals • Seizing Your Career The GA Tech Way
3/30/2018	Submit evaluation ratings spreadsheet to GTHR-Employee Relations. Submit original signed forms to GTHR-Records.	

BOR POLICY CHANGES

Salary Administration

&

Incentive Rewards Program

SALARY ADMINISTRATION

<10% Rule

Cumulative fiscal year adjustments greater than or equal to ten percent above **the percentage increase authorized in the Board's annual salary and wage administration policy** must be approved in advance by the Chancellor.

FY18: Maximum merit was 4%.

FY18 BOR limit: Less than 14%

Example: Pre-merit salary was $50,000. Merit maximum was 4%. Cumulative fiscal year increase <14%, or less than $57,000. BOR limit FY18 = $56,999

SALARY ADMINISTRATION

- Effective 10/1/2017
- Working out details with BOR and GT's internal process
- Current Process
  - Internal offers >10% to Compensation for review
  - If request > BOR limit and GTHR supports, Executive Leadership will determine whether to proceed with BOR exception request.
  - Calculation of FY18 limit: **pre-merit salary X 14% - $1**
- Other current policies still apply if more restrictive than BOR
  - Temporary and Interim pay held to same criteria
  - To minimum of salary range **is not an exception**

SALARY ADMINISTRATION – BOR EXCEPTION PROCESS

Eligibility

- Minimum of 6 months in current position
- Satisfactory or better performance rating
- No active formal disciplinary actions

Information Required

- No equity concerns
- No requests for additional allocations
- Justification to include Comp analysis and recommendations
- Approvals of Supervisor, Dept Head/Director/Dean, Chief Business Officer, AVP-HR

Feedback

- 30-day response time
- Not back-dated

INCENTIVE REWARDS PROGRAM

"Institutions may establish incentive compensation programs consistent with state law, Board Policy, and applicable procedures, however, institutional incentive compensation programs must be reviewed and approved by the USG Offices of Fiscal Affairs and Human Resources."

INCENTIVE REWARDS PROGRAM

- Used sparingly and aligned with strategic initiatives and goals
- High performance employees should be recognized through merit adjustments, training and assignment opportunities, and promotions.
- Plan Documents with details for eligibility, pre-determined standards and amounts
- Prior approval by BOR and annual certification

INCENTIVE REWARDS PROGRAM

- **Goal based** - measure performance against pre-determined strategic business objectives or critical performance targets. Employee or team based.
- **Hiring Incentive** – prospective employee with critical skills and/or qualifications or a position that is critical and difficult to fill.
- **Extraordinary Service**, **Acts, Achievements, or Suggestion Programs** – extraordinary performance or achievements that are outside of the employee's regularly assigned duties.

INCENTIVE REWARDS PROGRAM

- Current plan documents to GTHR
- Previously agreed upon payments
- GT Strategy and plans

Georgia Tech

Questions?

ENGAGE WITH STAFF COUNCIL

- **Check our website:** staffcouncil.gatech.edu
- **Email us:** staffcouncil@gatech.edu
- **Visit us:** CRC 204 or at Healthy Space
- **Attend general meetings:** 3rd Wednesday of each month
- **Attend committee meetings:**
  - https://staffcouncil.gatech.edu/committees
    - Campus Physical Environment, Communications, Compensation and Benefits, Employee Engagement, and Health and Well-Being
- **Sign up for our communications:** https://staffcouncil.gatech.edu/get-connected