



MEMORANDUM

TO: Deans
 Department Chairs
 FROM: Susan Norton, Vice President of Human Resources
 Lee Fruitticher, Vice President, Finance
 DATE: May 6, 2019
 SUBJECT: OneUSG Impact on Summer Faculty Contracts

As a reminder, on June 16, 2019, Augusta University is scheduled to go live on the OneUSG Connect shared services Human Capital Management (HCM) system to manage our human resources activities, benefits and compensation. This includes payroll processing. As we prepare for the OneUSG Connect implementation, the timelines for processing summer faculty contracts for summer courses and other special faculty assignments will be extremely critical. In addition, Human Resources and Payroll will have less flexibility to manage changes in compensation than in past years. The deadlines for submission of summer contracts to HR for processing are shown below. In addition, **the deadline for changes after start of term for terms 1, 1A, 2, & 4**, which include a payment at the end of June, are also shown in the table below.

Summer Contract Submission Activities & Deadlines

Type of Action/Activity	Deadline for Action
Departments Submit Summer Faculty Appointments to HR for NEW faculty who will be appointed for a summer session	May 1, 2019
Departments Submit Summer Faculty Contracts for EXISTING Faculty to HR	May 10, 2019
Faculty Support Services processes summer contracts	May 13-17, 2019
Last Day for Departments to submit changes for June Payroll impacting Summer Terms 1, 1A, 2, & 4	May 31, 2019 at 5 p.m.
Off Cycle Payroll for Changes Submitted after May 31, 2019	July 1, 2019

Once classes start on May 13th for Term 1A and May 20th for Terms 1, 2 & 4, we understand that there may be changes resulting from actual enrollment numbers for each class, including the cancellation of a class which may result in the cancellation or at least a change to a faculty member’s summer contract. The deadline for you to submit changes to faculty contracts to HR will be no later than **Friday, May 31, 2019 at 5 p.m.** Changes resulting in an increase to a faculty member’s summer compensation submitted after May 31, 2019, will not be included in the June 18 payroll run because of the downtime that is associated with the OneUSG go-live, and the Payroll Office will not be able to have the payment processed until Monday, July 1, which is one (1) business day after the normal pay date of Friday, June 28, 2019. However, for any changes that will reduce a faculty member’s compensation, please notify both HR-Faculty Support Services and the Payroll Office immediately to reduce the likelihood of an overpayment, even if after the May 31st deadline. Departments are requested to plan accordingly due to the potential impact to our faculty.



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Please make every effort to ensure that all changes to any summer faculty contract or other special summer faculty assignments are prepared and submitted to Human Resources no later than Friday, May 31, 2019. Questions regarding the above may be directed to Becky Williams, Assistant VP, University HR Services, at 706-721-4362 or rewilliams1@augusta.edu or Corrina Warner, Assistant Controller, Financial Operations, at 706-721-2161 or cwarner1@augusta.edu.