

ATLANTA METROPOLITAN COLLEGE

CHANGE IS COMING!

Shared Services Strategy

The first step in improving efficiency and effectiveness for the University System of Georgia is to consolidate HR/Payroll information processes through a shared services strategy. The shared services model will enable the University System to increase the timeliness, quality and consistency of information, and increase functionality and service to customers.

This project, aimed at helping the system achieve goal six of the Board of Regents Strategic plan, calls for attaining best-in-class efficiencies for our administrative support functions in the University System of Georgia. Currently, this model is targeted to be in place for the July 17, 2009 bi-weekly payroll.

Things to come:

- **Employee Self Service (ESS)**
 - View/update direct deposit
 - View benefit information
 - Update dependent information
 - View paychecks
 - Online W-2's
- **New E-Time Service**
 - Online timesheets for employees
 - Online timesheet review and approval by managers
 - Online approval of leave requests
- **Manager Self Service (MSS)**
 - Workflow process/approvals
 - Online Personnel Action Forms (PAF's)
- **Manage Faculty Events for tracking of faculty rank and tenure**
- **Other Online Benefits**
 - Open enrollment
 - View/update benefits information
 - New hire enrollment
 - Full service COBRA provided by ADP beginning July 1, 2009

Look for future communications and training opportunities beginning in late Spring 2009

