October 3, 2018  
Miller Learning Center, Room 348  
2:30PM  

The meeting was called to order at 2:30 pm by Staff Council President, Marie Mize.

Roll Call

*Members in attendance:* Ian Armit, Charlie Bauder, Debi Chandler, Kelly Cona, Hayley Cox, Melanie Crawford, Anjali Dougherty (present via Lane Johnson), Tamala Foreman, Danielle Free, Jami Gilstrap, Elmer Gray, Michele Griffin, Matt Hammons, Savannah Hembree, Angie Heusser, Pattie Holly, Stuart Ivy, Kevin James, Laura Kelley, Brittney MacDonald, Heather Macon (present via Becca Morgan), Emma Mattox, Liz Phillips, Marie Mize, Mary Moore, Jacob Schindler, Ken Schroder, Amanda Shaw, Alec Shepherd, Gabrielle Saupe, Kyla Sterling, Joy Strickland (present via Matt Lemieux), Brittany Barnes (via sub Wendy Holland), Matt Weeks, Beth Woods (via sub Tiffany Linehardt)

*Members absent:* Christine Ahern, JoHannah Biang, Shirley Burgess, Macie Fouche, Andrew Hanneman, Stefani Hilley, Jackie Mitchell, Matt Mundy, Scott Woodward

A quorum was present.

Marie introduced Dyanna Agee to the council and turned the floor over to her.

**Guest Speakers**

**Dyanna Agee & Sarah Fraker: UGA’s OneSource Project**

Dyanna explained that the HR payroll changes with OneUSG Connect will impact every single UGA employee. She introduced her colleague, Sarah Fraker, Change Management Lead for the OneSource project, who attended the meeting to help answer questions, which Dyanna encouraged.

One example of how this will impact all employees is that UGA self-service portal will be replaced, although historical information will be maintained on the old self-service site until July 1, 2019.

Dyanna explained that the reason UGA is doing this is to come into compliance with the rest of the USG. All of the other USG institutions have already been doing this for a long time.
Other significant changes included:

- the work week is shifting from Thursday through Wednesday, to Sunday through Saturday.
- Beginning January 4, 2019, payday will be Fridays for bi-weekly employees.
- Academic and monthly employees will be paid on the last business day of the month.
- December 31st is going to be a business day this year. All employees will use the new system to request leave.
- We will no longer be processing payroll at UGA; payroll will be processed at OneUSG Connect.
- Kronos/MyTime will no longer be used.
- Leave requests will be initiated in the new system by employees.
- Direct deposit information can be updated on the new self-service system.
  - One positive change is that you can direct deposit into as many as six different accounts now.

Tamala Foreman asked how long historic data will be available in Kronos because notes about employees taking leave are currently stored in the system.

Sarah Fraker suggested that Tamala go to the system changes resource page on the OneSource site for a list of each system that’s being retired along with its lockout date. The Payroll office may have access to Kronos data until March, but most campus users will be locked out as soon as the last payroll of 2018 is processed.

Dyanna explained that there is an employee guide available on the OneSource page that is a great resource. There are many other resources available on that website, included recorded forums, training sessions, etc.

There will be times during October 1 and December 16, when some of the HR systems will be unavailable for use, including UGA Jobs, e-leave, and others that are affected by the system change. Lockout dates for those systems are on the OneSource page. Dyanna also encouraged everyone to reach out to their Change Champion if they have questions.

Dyanna warned that there will be some hiccups in the process and said that patience is going to be important during the transition since everyone is going live on the system at the same time.

Sarah added that there are 82 course offerings in November and December including in-person, webinar, recordings, interactive learning options, etc.

Dyanna provided additional detail about the pay date changes. She reminded the group that all monthly and academic pay dates will be the last business day of the month, which is determined by the USG calendar, not the UGA calendar. A key change is that there will not be an early pay date in December or May. Hourly work weeks will shift weeks to match the salaried bi-weekly pay schedule; pay dates will be Fridays beginning January 4, 2019.

Leave will be submitted in OneUSG Connect beginning on December 16 for bi-weekly employees and beginning on January 1 for academic and monthly employees.

Kelly Cona asked when staff would have access to the new self-service site.
Sarah Fraker said that access would begin early in the morning on December 16. If staff want to preview what it looks like they can go to OneUSG Connect website and when there are training classes in November staff can do “walk throughs” where it will show them how to do things in the new systems.

Dyanna explained that instead of Kronos, some hourly employees will use Kaba clocks to log in and out of work. They are currently being installed all over campus. Others will use the PeopleSoft web clock. Time can also be entered using “Pay from Schedule” options.

Employee self-service will officially be live on OneUSG Connect on December 16. Employee.uga.edu will be available until July 1, 2019 to view paychecks, w-2s, and leave balances for calendar year, 2018 and prior years.

Sarah added that w-2’s will still be maintained historically although right now they are not sure where they will be stored.

Tiffany Linehardt raised a question about comp time policies, which she had heard were changing.

Sarah responded that comp time policies were not changing, and that the new system will keep track of comp hours just as the old system does. When taking leave the new system will default to using comp time.

Jami Gilstrap asked how long it will take to add new employees to the system.

Dyanna explained that they are in the process of developing standard operating procedures for high impact processes like this one. Sarah added that this new process will likely cause some initial confusion and encouraged Jami (whose question was CURO specific) to email her.

There were no other questions from the council, so Marie thanked Dyanna and Sarah and invited the next speaker to begin her presentation.

**Patrice Masterson Open Enrollment — Assistant Director of Benefits, HR**

Patrice explained that open enrollment will run from October 29th to November 9th and there will be information sessions before it begins.

This year will be an active open enrollment meaning that every employee has to log in and take action during enrollment. This year USG is having all employees re-certify their tobacco status. Tobacco status is important because if you fail to certify that you are not a tobacco user, you will be charged $75 surcharge per month on your health insurance premiums for yourself and anyone over 18 on your plan.

Mary Moore asked if that surcharge only applied if you get your health insurance through UGA. Patrice confirmed that was correct.

Patrice added that if you have Flexible Spending Account you still have active enrollment because FSAs do not carry over annually. These changes to benefits can be made through OneUSG Connect.

Premiums are increasing from 0-5% depending on the plan and tier that you’re enrolled in.
BlueCross and BlueShield of Georgia is changing its name to Anthem BlueCross and BlueShield of Georgia and because of the branding change new “Anthem” cards will be mailed in December or January. Patrice encouraged people to keep an eye out for the new card.

She explained that there will be changes to the health care plans:
- **Anthem Comprehensive Care**: Increase of in-network and out-of-network deductibles and out-of-pocket maximums. There will also be changes to copays for pharmacy items.
- **Anthem Consumer Choice HSA**: Increase of in-network and out-of-network deductibles and out-of-pocket maximums.
- **Anthem BlueCross HMO**: Change in co-pays and changes in pharmacy benefits co-pay.
- **Kaiser HMO Plan**: No changes to this plan.

The Castlight Health Program ends on December 31—this was available to HSA and Comprehensive Care users and allowed them to track their benefits. Castlight has been replaced by other tools. If anyone has information stored in Castlight they should retrieve it before the end of the year.

CVS Caremark will continue to be the pharmacy benefit manager for Anthem. Generic and mail order prescriptions can help reduce costs.

There will be a small change to the Life Styles Benefits plan: up to four dependents can be covered by identity theft protection. The plan has added new Affinity Travel Benefits for discounts on hotels and travel.

Senate Bill 118 has caused changes to the ABA autism benefit age limit; it has increased from age 6 to age 20.

Patrice mentioned that there were several plans with no changes: dental, vision, accident plan, hospital indemnity plan, critical illness, short-term and long-term disability, legal plan, life insurance, and AD&D. Premiums might still change based on salary and age.

There are well-being resources available including coaching (dieting, nurses, pharmacist), classes, health tips, ESPRY and more.

The Minnesota Life Insurance plan is changing its name to Securian Financial. It's important to make sure that employees verify that their beneficiaries are correct (with the correct address) on one USG connect portal.

Decision support tools are on OneUSG portal so employees can see out of pocket costs on different plans. There are lower cost healthcare options and resources on the portal as well, including Live Health Online, CVS Minute Clinic, 24 hour nurse line, and more.

USG health plans do meet the ACA requirements for affordability.

Shared Sick Leave open enrollment will take place at the same time (10/29 – 11/9) as open enrollment for benefits. In order to be eligible to join the shared sick leave pool employees have to be past their provisional employment period and have a minimum of 48 sick leave hours accrued. They need to donate 8 hours of sick leave in order to participate in the leave pool.
All updates to benefits will take place on the OneUSG Connect benefits portal between October 29th and November 9th. Remember to print and review your confirmation statement as proof of changes made in the system in case there are mistakes that show up in January.

Patrice told the group that if anyone had questions or needed help they could contact OneUSG Connect. Employees should also update their address in self-service.

One USG Connect Benefits
1-844-587-4236
www.hr.uga.edu
www.usg.edu/hr/benefits

Patrice asked if there were any questions.

Kelly Cona asked about the shared leave program's overall health.

Patrice said that it’s being used but it isn’t in danger of being depleted right now. If it does get depleted HR will ask employees to donate additional hours in order to stay in the pool.

Michele Griffin asked if faculty know about the shared leave pool and if they can donate hours. Patrice replied that faculty are eligible to participate. Michele asked what percentage of faculty versus staff are donating. Patrice said she doesn’t have that information readily available. Michele said she’d like to see that information so that faculty could be encouraged to donate.

There were no more questions from the council, so Marie thanked Patrice for attending.

Marie said she had a few quick items to mention. She asked if anyone on the council was interested in representing UGA’s retirement association. Ken Schroder said that he would be interested in serving in that position.

Marie reminded the group that Mary Moore is the rep for the USG Staff Council and that the council needs an alternate. No one immediately volunteered for this, but Marie said anyone who wanted more information could speak to Mary or Marie.

Laura Kelley told that group that she spoke to Marie and Stuart Ivy (Stuart is the chair of the university council HR committee) about an issue with benefits that affect a number of staff members. She explained that that if you go to your doctor for a preventative mammogram (which would be covered at 100%) but receive a diagnostic code, you will no longer be covered at 100%. Laura’s hope was that USG could negotiate with insurance providers to look into this since it could discourage people from preventative screenings.

Kelly Cona shared an experience that a coworker went through where a preventive care measure resulted in complications that required a hospital stay that the employee was charged for.

Marie mentioned that she would bring it up to the USG staff council.
Michele Griffin asked how Staff Council would advocate for change and what the process would look like.

Marie said that a proposal was being prepared for Stuart to take to the HR Committee at University Council.

Michele Griffin asked Sarah Fraker if payroll was in house and now it was going to be external. Sarah says that payroll would be administered through USG and that UGA won’t write payroll checks in house any more, but this wouldn't mean any job loss or salary cuts.

Marie thanked the council for attending and the meeting adjourned at 3:48pm.