



MEMORANDUM

TO: Georgia Tech Community
FROM: Kim D. Harrington, AVP-HR
SUBJECT: Benefits Administration Transition and OneUSG
DATE: April 17, 2017

Under the University System of Georgia (USG), all state institutions are engaging in OneUSG—a collective initiative designed to streamline policies, procedures, and technology solutions.

The first priority of OneUSG is to align and consolidate the human capital management (HCM) systems. (HCM includes benefits and payroll administration, performance management systems, time tracking, etc.) Georgia Tech's HCM transition is a six-year process that began in 2014 and is projected for completion in 2020. The Institute is currently in phase two of three, which focuses on benefits administration.

Currently, out of the 28 USG schools, 25 are supported by the same benefits administration system (ADP), while three use independent systems: University of Georgia, Augusta University, and Georgia Tech. All 28 schools will transfer benefits administration to OneUSG Connect. For Georgia Tech, this change will be effective June 26, 2017.

What Will This Change Look Like?

Please know, your benefits are not changing. For active and retired employees, OneUSG Connect will manage USG benefit enrollments and eligibility. It will also manage premium payments for retired employees only. Georgia Tech Human Resources (GTHR) will continue to manage enrollment for retirement plans, supplemental savings plans, and Georgia Tech Identity Theft, as well as onboarding for new hires.

Transferring Georgia Tech's benefits administration to OneUSG Connect will offer several benefits, such as simplifying new hire benefit enrollment, the family status change process, and the open enrollment experience.

As part of the transition, employees will gain two new ways to access their health and group benefits:

- **OneUSG Connect - Benefits:** A new, secure website providing 24/7 access to benefits and resources
- **OneUSG Connect - Call Center:** Available 8 a.m. to 5 p.m., Monday through Friday beginning June 26

In addition, GTHR will continue to provide benefit counselors for in-person consultations and customer service for all Georgia Tech employees both before and after the transition.

More information will be posted on www.ohr.gatech.edu/OneUSG and additional communications will be forthcoming, which may include direct requests from GTHR to update your information, such as your address or phone number. For related questions, please contact GTHR: (404) 894.4847. Georgia Tech welcomes this opportunity to partner with USG in enhancing the employee experience.

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