PeopleSync Overview

Administrative Management Council
February 4, 2014
Agenda

- PeopleSync at NYU
- PeopleLink
- PeopleSync
- Employee Self Service
- Q&A
PeopleSync at NYU
PeopleSync is improving HR, Payroll and Benefits services, systems and processes at the Global Network University.
Mission Statement

Improving HR and Payroll services and systems.

PeopleLink Service Center

PeopleSync System
PeopleLink
PeopleLink

Your “one-stop shop” for HR and Payroll inquiries and services.

PeopleLink is New York University's new integrated service center that provides a single point of contact for inquiries associated with HR, Payroll, Benefits and related topics.

How do I contact PeopleLink?

- **Hours:** Mon-Fri, 8am-6pm
- **Email:** askpeoplelink@nyu.edu
- **Phone:** 212-992-LINK (5465)
- **Fax:** 212-995-4333
- **Location:** 105 E. 17th St., 1st floor

Who can contact PeopleLink?

- Students
- Faculty
- Administrators
- Staff
- Retirees
- Job applicants
Examples of **questions** you may ask PeopleLink include:

- **Academic Appointments**: *When is my appointment end date?*
- **Benefits**: *How do I make changes to my benefits?*
- **Compensation**: *Am I eligible for an annual bonus?*
- **Employee Events & Data**: *I had a baby and need to add her as a dependent.*
- **Employee Relations**: *How many sick days am I eligible for?*
- **General Inquiries**: *Does NYU offer discounted athletic tickets?*
- **HR Systems & Technology**: *How do I run a report in PASS?*
- **Payroll & Time Entry**: *How do I view my paystub?*
- **Recruitment**: *What is NYU’s drug screening and background check process?*
- **Training & Leadership Development**: *What types of programs are available via iLearn?*
PeopleSync
What is PeopleSync?

The PeopleSync initiative kicked off approximately two years ago and we are excited to launch PeopleSync in Washington Square in two months!

- **PeopleSync** is NYU’s new system to manage HR, Payroll and Benefits data and processes at the Global Network University.

- **The NYU PeopleSync project and extended team is comprised of:**
  - School HROs (and teams) & FOs who have been actively engaged in defining requirements, participating in design sessions and regularly testing business processes
  - Administrative Deans (monthly meetings)
  - Global Stakeholder Advisory Board
  - ITS (Information Technology Services)
  - Payroll
  - PSO (Program Services Office)
  - University HR

- This new system is powered by **Workday**, a cloud-based Software as a Service (SaaS) solution. Other Higher Education institutions using Workday who we meet with regularly include Brown, Cornell, Georgetown & USC.

- PeopleSync will launch in **Washington Square on March 31, 2014**, and replace legacy HR and Payroll systems, including ePASS.

- **Abu Dhabi** has been using PeopleSync since March, 2013.
Why PeopleSync?

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Improvement to NYU</th>
</tr>
</thead>
</table>
| ▪ Provides a consolidation of related services into a single platform for HR, Benefits and Payroll related transactions | ✓ Allows for real-time processing of transactions with effective dated historical data (shorter time to hire and onboard new faculty & staff)  
                                                           ✓ PeopleSync simplifies “where to go” (for items such as payment elections, I-9s, W-2s, tax withholdings and payslips)  
                                                           ✓ Shift from paper-based to online forms (Retirement Benefit Elections, I-9s) |
| ▪ Provide visibility into end-to-end processes                           | ✓ More streamlined working relationship and handoffs between HR & Finance  
                                                           ✓ More accurate and timely information for school leadership about HR, Benefits and Payroll related transactions |
| ▪ Provide basis for standardized data, reporting and metrics             | ✓ UDW+ will soon include HR data at the same time of the PeopleSync launch, providing more robust reporting capabilities across Finance and Human Resources  
                                                           ✓ Provides school leadership with more information to inform school related decisions and planning |
| ▪ Provide employee and position history, including the ability to report on open, requested and filled positions | ✓ Position Management supports improved budget planning on a year to year basis |
| ▪ Significantly reduce the need to maintain local systems and spreadsheets | ✓ Due to the integrations across University systems (HR, Payroll, FAME, UDW+, etc.), PeopleSync allows for consolidated reporting capabilities and easier access to data that did not previously exist |
What will change with PeopleSync?

**Current**
- HRIS: HR, Benefits & Payroll
- PASS: Workflow
- xPASS: Exceptions
- ePASS: Employee Self Service
- WebAMI: Annual Merit Increase Process
- PeopleAdmin: Position Description & Recruitment
- MyTime: Time Tracking
- iLearn: Online Training

**Future**
- PeopleAdmin
- MyTime
- iLearn
Who will use PeopleSync?

- **HR employees** (including UHR, HROs and teams)
  - HR transactions, i.e. create position, hire, academic appointment

- **Finance employees** (including FOs and teams)
  - Finance transactions, i.e. approving hires / additional compensation, reporting

- **All NYU employees** (including staff, faculty, student employees, administrators, etc.)
  - Employee Self Service and retirement benefit management

All employees who have questions on how to use the new system will continue to call **PeopleLink** (NYU’s HR and Payroll Service Center located at 105 E. 17th St)
Preparing for PeopleSync

Stakeholder Engagement
- SyncChamps
- Testing (SyncChamp Testing, User Acceptance Testing)
- Ongoing stakeholder meetings (HRO meetings, Admin Deans meeting, Academic Deans with Provost meeting)

Communications
- “Coming Soon” announcement on HR website – February
- “Coming Soon” announcement on NYUHome “Work” – February
- Pre-go live announcement from PeopleSync project leadership – February
- Mentions on NYU social media channels – March
- Feature in NYU Stories – March
- Announcement in the Faculty News Brief – March
- Go Live announcement – March
- Updates to UHR website, CDV website and NYUHome “Work” tab – March

Training & Support
- Web-based training will be available to all employees on March 31
- Instructor-led training for all users with roles in PeopleSync will take place starting March 3 until mid-April.
- Go-live support will be provided when PeopleSync launches on March 31
Using the employee self-service capabilities in PeopleSync, you can:

- View your job profile
- View your compensation
- Complete onboarding tasks
- View your payslip
- Set up and manage your direct deposit
- Update personal, contact, and emergency contact information
- Select and manage your retirement benefit elections
Accessing PeopleSync

- PeopleSync will be accessed via NYU Home from the “Work” tab
- Once someone authenticates into NYU Home, no additional username or password will be required to access PeopleSync
# Employee – Job Profile

**Haverford, Tom**

**Washington Square Campus**
105 East 17th Street

<table>
<thead>
<tr>
<th>Job Details</th>
<th>Contact Information - Public</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee ID</strong></td>
<td><strong>Work Address</strong></td>
</tr>
<tr>
<td>W438</td>
<td>WASHINGTON SQUARE</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td><strong>NEW YORK, NY 10003</strong></td>
</tr>
<tr>
<td>New York University (Sexton, John) &gt;&gt; Program Services Office (Fournier, Renaud)</td>
<td>United States of America</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td><strong>Job Profile</strong></td>
</tr>
<tr>
<td>5002135 Business Analyst - HR</td>
<td>811904 - Business Analyst - HR</td>
</tr>
<tr>
<td><strong>Business Title</strong></td>
<td><strong>Employee Type</strong></td>
</tr>
<tr>
<td>Business Analyst - HR</td>
<td>Regular</td>
</tr>
<tr>
<td><strong>Job Profile</strong></td>
<td><strong>Time Type</strong></td>
</tr>
<tr>
<td></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Employee Type</strong></td>
<td><strong>FTE</strong></td>
</tr>
<tr>
<td>Regular</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Washington Square Campus</td>
<td>Washington Square Campus</td>
</tr>
<tr>
<td><strong>Work Space</strong></td>
<td><strong>Work Space</strong></td>
</tr>
<tr>
<td>Washington Square Campus &gt; 105 East 17th Street</td>
<td></td>
</tr>
<tr>
<td><strong>Hire Date</strong></td>
<td>11/01/2013</td>
</tr>
</tbody>
</table>
## Haverford, Tom

- **Location:** Washington Square Campus
- **Address:** 105 East 17th Street

### Compensation

#### Totals

<table>
<thead>
<tr>
<th>Total Base Pay</th>
<th>Currency</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000.00</td>
<td>USD</td>
<td>Annual</td>
</tr>
</tbody>
</table>

#### Compensation

- **Compensation Package:** New York University
- **Grade:** Band 52R
- **Grade Profile:** NYU Band 52R Job Code 811904
- **Company:** New York University

#### Plan Assignments

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Plan Type</th>
<th>Compensation Plan</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2013</td>
<td>Salary</td>
<td>NYU Salary</td>
<td>100,000.00 USD Annual</td>
</tr>
</tbody>
</table>
Employee – Inbox

Inbox

Add Payment Elections: Onboarding for Haverford, Tom
5 day(s) ago - Due 01/18/2014; Effective 11/01/2013

Add Emergency Contacts: Onboarding for Haverford, Tom
5 day(s) ago - Due 01/18/2014; Effective 11/01/2013

Complete To Do
Add Payment Elections ...

For 5002135 Business Analyst
Overall Process Hire: Haverford, Tom
Overall Status Successfully Completed
Due Date 01/30/2014

Add Payment Elections
Comment

Submit Save for Later Cancel
# Employee – Payslip

## Payslip

**Haverford, Tom: 11/30/2013 (Regular) - Complete**

### Company Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York University</td>
<td>70 WASHINGTON SQUARE SOUTH</td>
<td>+1 (212) 9925465</td>
</tr>
<tr>
<td></td>
<td>NEW YORK, NY 10003 United States of America</td>
<td></td>
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</tbody>
</table>

### Payslip Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Check Number</th>
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</table>

### Current and YTD Totals

<table>
<thead>
<tr>
<th>Balance Period</th>
<th>Gross Pay</th>
<th>Pre Tax Deductions</th>
<th>Employee Taxes</th>
<th>Post Tax Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>8,333.34</td>
<td>1,250.02</td>
<td>2,417.29</td>
<td>0.00</td>
<td>4,666.03</td>
</tr>
<tr>
<td>YTD</td>
<td>8,333.34</td>
<td>1,250.02</td>
<td>2,417.29</td>
<td>0.00</td>
<td>4,666.03</td>
</tr>
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</table>

### Earnings

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
<th>Hours</th>
<th>Rate</th>
<th>A</th>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
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</thead>
</table>
## Employee – Payslip

### Pre Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
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<tbody>
<tr>
<td>Retirement TIAA</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td>Retirement Vanguard</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td>Voluntary TIAA</td>
<td>416.67</td>
<td>416.67</td>
</tr>
<tr>
<td>Voluntary Vanguard</td>
<td>416.67</td>
<td>416.67</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>1,250.02</td>
<td>1,250.02</td>
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### Employer Paid Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET TIAA CNT&gt;5</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td>RET TIAA CNT 5%</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td>RET VNGD CNT&gt;5</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td>RET VNGD CNT 5%</td>
<td>208.34</td>
<td>208.34</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>833.36</td>
<td>833.36</td>
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</table>

### Subject or Taxable Wages

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>QASDI - Taxable Wages</td>
<td>8,333.34</td>
<td>8,333.34</td>
</tr>
<tr>
<td>Medicare - Taxable Wages</td>
<td>8,333.34</td>
<td>8,333.34</td>
</tr>
<tr>
<td>Federal Withholding - Taxable Wages</td>
<td>7,083.32</td>
<td>7,083.32</td>
</tr>
</tbody>
</table>

### Absence Plans

| Description     | 5 items |

### Withholding

| Description | 3 items |

### Absence Plans

| Description | 5 items |

[Image of a payslip dashboard with tables for pre-tax deductions, employer paid benefits, subject or taxable wages, and absence plans.]
Employee – Personal Information

All About Me

Getting Started
Pay
Personal Information
Directory

Change
- Contact Information
- Personal Information
- Emergency Contacts
- Legal Name
- Preferred Name

View
- About Me
- Addresses
- Email Addresses
- Address Changes
- Name
- Phone Numbers
- Work Documents
Employee – Benefits

All About Me

- Getting Started
- Pay
- Personal Information
- Directory
- Benefits
- NYU Washington Square Quicklinks

Change Benefits

External Links
- Vanguard Retirement Account
- Benefits Resource Center
- TIAA-CREF Retirement Account

Current Cost
0.00
Questions