



# Shared Services Update

May 2019

## What's Next

On March 27, the comprehensive plan for shared services was presented to the Board of Trustees Committee on Administration and Finance. Here's what's next:

- For procurement and accounts payable, the university will now begin work to move to develop a Unified Procurement Services Team (UPST). Activities are underway to develop an organizational structure, hire a Chief Procurement Officer, and work with campuses to design the future processes.
- For payroll, the project team has begun on a "Deep Dive Phase" to ensure all payroll and time and labor processes are clearly understood. The Deep Dive Phase will continue through the end of June with a report to the Steering Committee in July.

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## What to Expect -- Procurement and Accounts Payable

With the plan in place, the next phase for procurement and accounts payable is design. During the design phase, several critical activities will take place:

**Process Analysis**--the project team will work with campuses to document their current processes, looking closely for processes that are unique to a campus. The current processes will help inform the future processes within the UPST.

**Policy Analysis**—the President's Office Controller's team is working with campus Controllers to gather and analyze procurement and accounts payable policies. Like process analysis, policy analysis will look closely at variations and unique policy requirements in order to harmonize policies across the system.

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## What to Expect -- Payroll

The project team has begun meetings to learn about how payroll and time and labor processes work on each campus. The information gathered during these campus discovery sessions will be used to determine where there are opportunities for efficiency and improved service.

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## What's Happening in HR

The President's Office is working closely with Human Resource leadership from across the system to assess the current organizations and develop a preliminary organizational chart and new job descriptions to transition the procurement and accounts payable work currently performed at the campuses to the UPST.

At the same time, a system-wide bargaining team is meeting with all of the Unions that represent impacted staff to develop a process to staff the new organization. To date, there have been three sessions (March 6 and 22 and April 22). Campus HR and labor representatives are supporting the system-wide effort through local meetings with unions and staff members.

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## What to Know

Representatives from the President's Office will join campus leaders to present an overview of the plan and answer questions. The following overview sessions have been scheduled:

**Wednesday, May 1 - UMass Dartmouth**

**Tuesday, May 7 - UMass Amherst**

**Monday, May 20 - UMass Boston**

For more information, please contact David Nero at [dnero@umassp.edu](mailto:dnero@umassp.edu)

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