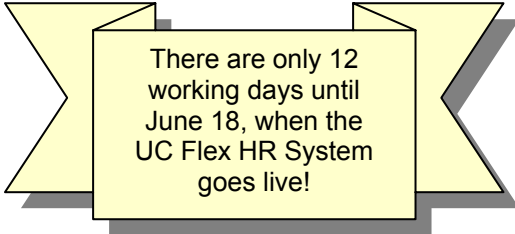


UC FLEX GO LIVE BULLETIN

HR 001 (June 1, 2006)

This edition of the newsletter covers the following topics:

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- ◆ Your Questions Answered
- ◆ Register now for PCR Training
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There are only 12 working days until June 18, when the UC Flex HR System goes live!

More Communication – Weekly Go Live Bulletins

As the project approaches go live, we will keep you up-to-date with more frequent communication. During the month of June, our monthly newsletter will be replaced by a series of weekly Go Live Bulletins. Be sure to stay current with project news by reading the bulletins. In this issue look for answers to many of the questions sent to UCFlex@uc.edu. Next week look for a go live checklist to help you get ready.

Your Questions Answered

Processing Deadlines

Q: What is the deadline for getting PCRs into the system so they can be processed in time for the next bi-weekly and monthly payroll?

A: You can begin using PCRs on June 26. The deadline for submitting PCRs that impact payroll processing for the July payrolls will follow the existing payroll calendar, with one exception – PCRs that affect the July 11 bi-weekly payroll are due in the Human Resources Service Center (HRSC) by June 28, instead of June 27. For the July 31 monthly payroll, the due date is July 14.

Please refer to the 2006 Payroll Calendar <http://www.hr.uc.edu/peis/calendar2006.pdf> and the 2006 PAF Schedule <http://www.hr.uc.edu/PEIS/pafs02.pdf> for a complete schedule. Departments will need to be sure that all PCR initiators and approvers share the responsibility of making sure that PCRs are routed to HRSC by the due date.

Q: If we have an employee who comes in after the cut off date, and they need to be paid in June, how is this going to be handled?

A: These cases will be handled on a case-by-case basis. Cases need to be requested by the VP in your area and must be approved by the VP of Administrative & Business Services.

Q: What are the deadlines for processing PCR approvals?

A: Departments will need to be sure that PCR initiators and approvers share the responsibility of making sure that PCRs are submitted according to the due dates described above. PCR initiators will want to be sure to leave sufficient time for the PCR to be routed through the workflow process. PCR approvers will want to check their worklist on a regular basis to keep the workflow process moving forward.

Q: What is the process for requesting a hand-drawn check?

A: These exceptional cases should be requested by the VP in your area and must be approved by the VP of Administrative & Business Services.

New Hire Process

Q: How does a new person get entered into the UC Flex system?

A: PeopleAdmin is the preferred method for processing new hires into the UC Flex system. As an alternative, paper-based forms will be available on the HR web site to complete the hiring process for UC Flex. The PAF and ePAF will no longer be used after UC Flex is implemented.

The June 26 PCR processing start date does not affect the new hire process. PeopleAdmin is currently available and beginning on June 2 you can use the new hire form. Assuming a new employee is scheduled to receive his/her first bi-weekly paycheck on July 11, all new hire paperwork should be sent to HRSC by the scheduled cut off date of June 28, regardless of whether you use PeopleAdmin or the paper form.

Q: Will training be provided for the new paper form that will be available for processing new hires?

A: No. The preferred way to hire an employee is to use PeopleAdmin and there is on-going training being provided by the HR Team. A paper process currently exists and the forms used to complete this process are being revised and will be available on the HR website on June 2. No formal training is necessary for the paper forms.

Q: For concurrent employment, will the employee need to complete new paperwork, such as I-9, even if they already have paperwork on file for their original assignment?

A: No, if an employee currently holding a position fills another position and has already completed an I-9 form, the employee's personal data may not change when the hiring event occurs but information about the assignment (eg, organization unit, position, work location) and salary will be needed from the hiring unit in order to complete the personnel action. The HR Service Center will confirm that all appropriate information has been collected when the action is processed.

Student Workers and Graduate Assistants

Q: Will all Graduate Assistants be converted into the new UC Flex system? Will they automatically be set up with a bi-weekly pay frequency, or do we need to enter a PCR to request this?

A: Four student pooled positions will exist when we convert to UC Flex, namely, Graduate Assistant, Student Worker, Co-op Student and Work Study Student. Graduate Assistants are exempt, paid on a salaried basis, and pay is established using a recurring wage type with a start and end date. All other student

positions are non-exempt, paid on an hourly basis and pay is based on hours submitted through the timekeeping process. All students will be paid on a bi-weekly frequency. Student positions will be converted to the new system as follows:

- Graduate Assistants, if their end date in HRMS is June 30 or later, will convert into UC Flex but without a salary amount. To set up a salary, use the PCR-Recurring payment with the appropriate wage type and start/end dates.
- Graduate Assistants with end dates prior to June 30 will not be active in your organization unit. To establish a record for these students, use either PeopleAdmin or the new hire form (available on the HR website on June 2).
- Active students paid on an hourly basis will convert into UC Flex.
- Students who were paid monthly and are not Graduate Assistants will not be active in your organization. To set up a record for these students, use either PeopleAdmin or the new hire form.

- Q: How do you re-appoint a graduate assistant? Do you need to enter them as a new hire?**
- A:** If the graduate assistant record is converted into UC Flex (see previous question for more detail regarding which records will convert), then you will need to use the PCR-Recurring Payment to set up a salary. If the record is not converted, follow the hiring process (PeopleAdmin or paper form) to set up the record.
- Q: When Graduate Assistants are converted into the new system, will their records include the old budget information associated with their appointments?**
- A:** No, they will have an employee record set up in the new system, but it will not include accounting information or a salary amount. Use the PCR-Recurring Payment to set up the salary and the accounting information for the employee record. Follow the 2006 payroll calendar to be sure the PCR is submitted in time for the appropriate payday. To set up a new Graduate Assistant record, use the new hire process.
- Q: With the PCR process, are we making changes to the paperwork that is required for work-study students?**
- A:** No, the current process that requires approval from Financial Aid prior to employing a work study student is not changing.
- Q: Regarding student employee forms, such as exemption form and enrollment verification, will these be done online now?**
- A:** No, these forms will continue to be processed through the HR Service Center as part of the hiring process. These are paper based forms today and will remain as such.
- Q: Frequently foreign student hires have a temporary Social Security Number while they are waiting for their permanent number. How should this be entered in UC Flex?**
- A:** As long as the temporary Social Security Number is a unique number, it can be entered in the new UC Flex system. There is no need to delay entering the student in the system. When the permanent SSN is available, the student can use the Personal Data Form (PDF) available on the HR web site along with required paper work to initiate the change.

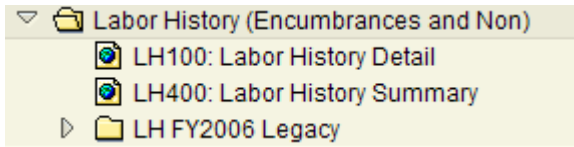
Using PCRs

- Q: What type of editing is done by the UC Flex system during PCR processing?**
- A:** Edit-checks within the system will not allow a PCR to be processed for an inappropriate employee group. For example, a retirement PCR is not available for a student position; only the wage types appropriate for the position will be available in the PCR – Recurring Payments. Other transactions should be selected carefully – the “AAUP Article 15” selection, while available for all employee types, should be selected only for faculty positions.
- Q: Currently we use our old CUFS budget numbers for PAFs and ePAFs. Will we need to submit a PCR for any cost distributions that we want to track at a lower level? If so, what’s the preferred timeframe for submitting these PCRs?**
- A:** Yes, if and when you want to start using your new, lower-level cost centers and internal orders, you will need to complete a Cost Distribution PCR. You should use the time before PCRs are available on June 26 to review the actions that you want to process and prioritize them based on effective date according to the current payroll schedule.

Reporting

Q: Will Labor History reports be available online after HR go-live?

A. Fiscal Year 2006 Labor History detail data will be available as it is today in Business Warehouse. These reports are stored in a folder named Labor History (Encumbrance and Non), subfolder **FY2006 Legacy**. For FY2007, payroll will be run from UC Flex and those reports are in the main Labor History folder.



Register Now for PCR Training

Are you a PCR Initiator or Approver? Training courses are available on the training opportunities web site: secure-server.uc.edu/ucflex/trainingopp. Register today for "Initiating and Approving PCRs." This course will cover all PCRs and provide hands-on practice.

Kronos Timekeepers – Are you ready for UC Flex?

If you missed the Timekeepers Road Show in May, you may not be ready for the changes that you will see in Kronos starting June 21. Will you know how new employees are set up in Kronos? Will you know about new Kronos account lines? Will you know how to point? Avoid timekeeping errors by attending the road show.

An additional session has been scheduled for anyone who missed the road show. You will see a live demonstration of the Kronos system and have an opportunity to get your questions answered.

You can register online via the training opportunities web site at <https://secure-server.uc.edu/ucflex/trainingopp>.

Tuesday June 6, 2006
9:00 to 10:30am
Procter Hall Room 103

And the iPod winner is...

The UC Flex Project Team would like to announce Peggy Ann Casselman as the winner of the Apple 30GB iPod for early training registration and attendance. Peggy Ann is a Business Administrator in Molecular Genetics. Her name was randomly drawn from all those who completed the UC Flex Overview & Navigation course and the HR Business Overview course and registered for all their training courses before May 19. Congratulations Peggy Ann!

Reporting Workshop Presentations Available Online

Beginning in February, the project team started a series of monthly HR reporting workshops to address the reporting needs of decentral users. Participants include members of the Process Change Leadership Group (PCLG), together with Transition Leaders and selected end users. These workshops have provided a critical venue allowing the Business Warehouse (BW) team to collaborate with decentral users.

If you would like to see the presentations and report samples discussed in these monthly workshops, visit the UC Flex web site <http://www.uc.edu/ucflex> and click Documents.

Download the latest version of the SAP GUI

Action is required for all UC Flex users:

All users need to ensure they are using the latest version of the SAP GUI Version 6.40. If you are currently a UC Flex Financials user you just need to upgrade your existing software. If you are a new HR user you will need to download the new SAP GUI.

The latest version and download instructions are available on the UCit Software Web Site at <http://www.ucit.uc.edu/computers/software>, under UC Flex. SAP GUI Version 6.40 includes several new features and benefits, including auto-update which automatically prompts the user to upgrade when a new version is available.

If you have questions, contact your IT Unit Coordinator. To find out who your IT Unit Coordinator is, click the following link: http://www.ucit.uc.edu/policies/it_unit_coord.asp. If you do not have an IT Unit Coordinator, please call the Help Desk at 6-HELP (6-4357).

Project Contact Information

We welcome your feedback! Questions, concerns and suggestions can be submitted via:



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UC Flex e-mail account: ucflex@ucmail.uc.edu

We review this e-mail account regularly.

Additional UC Flex information, including past Newsletters, is available on the UC Flex web site located at www.uc.edu/ucflex. UC employees who do not currently receive this Newsletter and other UC Flex communications directly can sign up by clicking on the following link http://www.uc.edu/ucflex/email_list.asp.