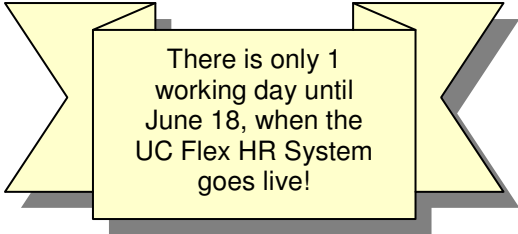


UC FLEX GO LIVE BULLETIN

HR 003 (June 16, 2006)

This edition of the newsletter covers the following topics:

- ◆ Getting Started in UC Flex
- ◆ Need Help? User Support is Available
- ◆ Process for Requesting User Access
- ◆ Your Training Questions Answered
- ◆ Helpful Links
- ◆ Salary Leave Administrators – Entering Absences for June and July
- ◆ New Kronos IDs Distributed this Week
- ◆ Focused on Data Validation
- ◆ UCID Not Available Immediately
- ◆ Project Contact Information



There is only 1 working day until June 18, when the UC Flex HR System goes live!

Getting Started in UC Flex

Starting at 7:00am on Monday June 19, UC Flex HR will be up and running. Users will be able to log on to the UC Flex system via the UC Flex Portal using the following link: <https://www.ucflex.uc.edu>. If you are a new user, you should create a bookmark for this site in your browser favorites.

To log on, you will need your User ID and Password. Users who have completed the required training and signed a user agreement will receive an e-mail to confirm their access and provide instructions for how to get started. Existing users will continue using their current User IDs and Passwords. New users will be assigned a User ID and Password as follows:

User ID: Your University unique 6+2 User ID

Password: First four digits of your birthday (MMDD) followed by the last four digits of your Social Security Number

All users are expected to change their Portal passwords regularly, but you if are a new user you must change your UC Flex password the first time you log on, or it will expire after the sixth time.

Instructions for changing your UC Flex Portal password:

If you are a new user, you should change your UC Flex password the first time you log on to the UC Flex system. Use these step-by-step instructions to change your password after you log on:

1. Click Personalize in the upper right hand corner of the Portal.
2. Click User Password.
3. In the Old Password field, type your current Portal password.
4. In the New Password field, type your new password.
5. In the Confirm Password field, type your new password again.
6. Click Save or press Enter on your keyboard.
The message "Password was changed," is displayed.
7. Click Close.

Best practices when choosing a password:

- Make your password seven or more characters where possible.
- Develop a mnemonic (i.e., use the first letter of every word from a simple phrase or sentence).
- Add numbers and special characters such as @, !, &,*.
- Alternate between upper and lower case letters.
- Use a combination of letters, numbers, and special characters.
- Make your password something not found in a dictionary. Do not use the name of a sports team.
- Do not use all numbers or letters.
- Do not use personal information that someone could easily guess or discover.
- If you must write down your password, do not leave it unsecured.

Need Help? User Support is Available

While the UC Flex system contains an extensive online Help feature, from June 19, 2006, users will also be able to get help with questions or problems related to the UC Flex HR system through various university sources which are listed in the table below. Please note that user support requests are categorized into three types: Technical, Business and Paycheck questions. Refer to this table to determine the resource you should contact based on the type of problem you are having.

Source of UC Flex Help	Request Type	Contact Information
UCit Help Desk	Technical	556-HELP
IT Unit Coordinator	Technical	To find out who your IT Unit Coordinator is: http://www.ucit.uc.edu/policies/it_unit_coord.asp .
HR Service Center	Business	For employee transactions: 556-2451 For benefits and leaves of absence: 556-6381
UC Flex Project Mailbox	Business	ucflex@uc.edu
UC Flex Walk-In Help Center	Business	University Hall – Room 356 Walk-ins only
UC Flex Payroll Mailbox	Paycheck	ucflexpay@uc.edu
HR Service Center - Payroll	Paycheck	556-2452

Both your IT Unit Coordinator and the UCit Help Desk will be able to help you with basic level **technical** support including:

- assistance with SAP GUI installation
- basic support for the SAP GUI and Browser navigation
- printer installation
- UC Flex Portal log on
- password and login management
- access to UC Flex

HR business questions can be addressed by calling the HR Service Center or by coming into the Walk-In Help Center in University Hall. Project and HRSC staff will work with the UC Competency Center to provide you a prompt resolution to those requests which they cannot immediately solve. The hours of operation for the Walk-In Help Center for June are published below.

June Walk-In Help Center Schedule University Hall - Room 356

Date	6/19/2006	6/20/2006	6/21/2006	6/22/2006	6/23/2006
Hours	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30
Date	6/26/2006	6/27/2006	6/28/2006	6/29/2006	6/30/2006
Hours	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30

If you have questions when you receive your **paycheck** and pay statement send an e-mail to ucflexpay@uc.edu. If you need immediate assistance contact the HR Service Center at 556-2452.

Process for Requesting User Access

When a new employee is hired or an existing employee moves to a new position, that user may require a change to their individual security role in UC Flex. To request new or changed user roles, Transition Leaders need to send an e-mail request to ucflexsecure@uc.edu with the phrase "Access Request" in the subject line. In the body of the message, include the name of the user and the UC Flex roles requested. An individual course plan will be produced for the user and system access will be granted once the user has completed the necessary training.

Coming soon – look for documentation on the UC Flex web site describing new HR roles and the training requirements associated with each role.

Your Training Questions Answered

Occasionally training participants ask questions that cannot be answered during a training class. When that happens, the instructor captures the question and works with UC Flex team members after class to find the answer. Questions and answers are e-mailed to training participants after class. Some of the questions that come up in training class also find their way into the UC Flex FAQs available on the UC Flex web site under Communications: <http://www.uc.edu/ucflex/communications.asp>.

Helpful Links

Here's a list of helpful links that you may want to add as bookmarks to your favorites.

Description	Web Address
UC Flex Help web site includes step-by-step instructions for using the UC Flex system.	www.ucflex.uc.edu/help
New HR Forms are available on the HR web site.	www.hr.uc.edu
UC Flex web site is a good source for project information including newsletters, go live bulletins and FAQs.	www.uc.edu/ucflex
UC Flex Portal is how you access the system.	https://www.ucflex.uc.edu

Salary Leave Administrators – Entering Absences for June and July

Currently absences for salaried employees are reported one month in arrears. When the new UC Flex HR system is implemented in June, salary leave administrators and salary leave supervisors will need to make a temporary change to the process for reporting absences. In order to report all absences to-date, you will need to apply absences for both June and July to the month of July in CATS.

For example, for an employee who took time off during June, you will apply that time off in CATS to the month of July. If an employee's combined absences for June and July exceed the number of days available in the month of July, then you will need to apply any remaining time in August. For example, if an employee took five weeks of vacation during June and July, you will apply four weeks to the month of July and apply the remaining time in August. As soon as all absences are reported to date, you will continue recording absences on the actual date they were taken.

Please be aware that any salaried absence reports you generate which include month-specific data will be affected by this change because reports will not reflect actual hours for the affected months. However, cumulative totals will be correct.

New Kronos User IDs Distributed this Week

Kronos Users received announcements this week via campus mail to notify them of their new Kronos IDs. They will begin using the new Kronos IDs on June 21. If employees have multiple jobs, they will receive a separate announcement for each job. Timekeepers will have access to a report under My Links in Kronos called Name and Kronos ID so they can support employees who may not know their new ID.

Focused on Data Validation

Converting HR data from the legacy system into the new UC Flex system is a mammoth task. To ensure that HR data is valid in the new system, the team is focused on data validation activities before the system is implemented. The team will comb through multiple reports and data fields to confirm that data was moved over correctly and that it appears in the right place in UC Flex. The data validation effort does not end with the team. Working through Liaisons and Transition Leaders, managers will have an opportunity to review their employees' data in the system during the first few days after go live. Using a number of Business Warehouse (BW) reports that were specially designed for data validation, managers will review specific data elements and report any potential data errors to the project team so they can be quickly corrected.

UCID Not Available Immediately

The University of Cincinnati is implementing a unique identifying number for all UC students and employees. The UCID number consists of the letter M, followed by 8-digits—for example: M00123456. The UCID number will enable systems across the University to move away from using student and employee Social Security Numbers as a unique identifier, thus safeguarding your personal information.

For UC Flex users, the new UCID will not be available in the new UC Flex system immediately after go live. When you display an employee's record in the first few days after go live, you will see a temporary employee number assigned in the Personal ID field. After the required identity management interfaces have been processed you will see the permanent UCID in UC Flex, beginning on June 26, 2006.

Some employees have asked how they will know their UCID if they are not UC Flex users. Starting in July, employee pay statements will be printed with the new UCID number instead of Social Security Number. Later this fall when Employee Self Service is implemented as part of the UC Flex project, benefits-eligible employees will be able to see their UCID online as part of their personal HR record. Additionally, employees can call the HR Service Center to find their UCID.

Project Contact Information



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

Dennis Yockey, UC Flex Functional Program Manager
E-mail: dennis.yockey@uc.edu
Telephone: x65003

Jim Lewis, UC Flex Technical Program Manager
E-mail: james.lewis@uc.edu
Telephone: x69035

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.