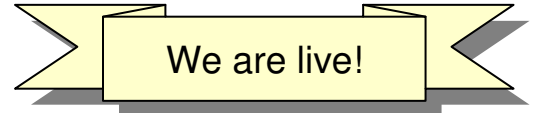


UC FLEX GO LIVE BULLETIN

#HR 004 (June 23, 2006)

This edition of the bulletin covers the following topics:

- A Message from UC Flex Sponsors
- Successful Data Conversion and Cutover
- PCRs Available on Monday June 26
- Information Available on UC Flex Web Site
- Special Note of Thanks to our PCLG Members and Transition Leaders
- Project Contact Information



A Message from UC Flex Sponsors

Dear colleague,

As you begin to use the UC Flex HR system, which was implemented on June 19, the project sponsors want to take this opportunity to recognize you as an integral part of an important transition for the University.

The UC Flex initiative is without precedent in the history of UC, spanning all levels of our institution and collaborating with our two corporate partners, IBM and SAP. From the outset, UC Flex has been business driven and IT supported, with the goal of ensuring that the operational needs of the UC colleges and departments are met. Building on the foundation of UC Flex Financials which was implemented last summer, the HR implementation provides an unprecedented level of integration for the university's systems and business processes.

The implementation of the HR component of UC Flex marks the culmination of a significant effort. Countless hours of work have brought us to this point, and your contributions have been critical over this time. Your participation in blueprint workshops and road shows has been critical to our success. Your participation in training has been outstanding. The development and delivery of more than 18 training courses with almost 600 users producing over 5692 student hours of UC Flex training is a significant undertaking at UC. On July 11, the HR Service Center will process the first UC Flex payroll, generating nearly 5000 bi-weekly paychecks and new pay statements. The monthly payroll, which is distributed to more than 7000 employees, will be processed on July 31. Your continued patience, interest and support have helped to ensure the success of UC Flex.

We trust that your first experiences with the UC Flex system will be positive. The initial period of this significant change will not be without challenges. As questions or issues arise, please be aware that there are several places you can go for help. First, you can access the extensive online Help feature contained in the UC Flex system. For basic technical support contact your IT Unit Coordinator or call the UCit Help Desk. For business process-related issues (i.e. transactions), contact the HR Service Center. The project team is also staffing a Walk-In Center to support users who want hands-on assistance. For details about user support, see the [UC Flex Go Live Bulletin #3](#) on the UC Flex web site.

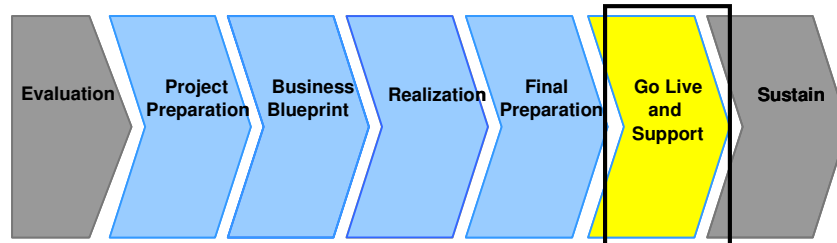
Thank you for your support as we look forward to continuous improvement.

Sincerely,

UC Flex Executive Sponsors

Bob Ambach
Sandra Degen
Dale McGirr
Jim Plummer
Monica Rimai
Fred Siff
Jim Tucker

Successful Conversion and Cutover



UC Flex HR is in the Go Live and Support Phase

While the work to design and build the new UC Flex system started more than 16 months ago, during the last few weeks, the team has focused on the final steps of data conversion and cutover activities. Conversion went into high gear on June 8 when the legacy HRMS and BMS applications were taken down and the project team started the data extract and conversion processes. The project team worked almost nonstop on data conversion and validation. The team's preparation paid off, because the task was completed as planned and rehearsed.

For the statistically inclined, the initial HRMS extract contained 17,900 people (including retirees, volunteers and terminated employees with a year-to-date balance) who were mapped to 10,113 positions in UC Flex. Approximately 9,000 people mapped to a unique position in UC Flex, with the remainder going to the 511 pooled positions—pooled position is a position with more than one occupant and is used for Students, Graduate Assistants, Clinical Instructors, Lecturers and Adjuncts. The team converted more than 20,000 payment types for our approximately 15,000 active employees and 11,000 dependents for our approximately 7,600 benefits eligible employees.

At 7:00 am on June 19, users in the HR Service Center accessed the system to begin processing HR transactions, and decentral users began running Business Warehouse (BW) reports and HR display transactions to perform a final validation of the data.

Now that the system is up and running, the project team is focused on providing user support. The UC Flex team is working hand-in-hand with the HR Service Center during this transition period, and team members are staffing a Walk-In Help Center in University Hall, to provide hands on support for users. For details about accessing user support see the [UC Flex Go Live Bulletin #3](#) on the project web site.

PCRs Available on Monday June 26

Beginning at 7:00 am on Monday June 26, Personnel Change Requests (PCRs) will be available in the UC Flex system. PCR initiators and approvers will be able to submit the following types of PCRs:

1. Salary Adjustment
2. Recurring Payments
3. One-Time Payment
4. Retirement
5. Separation
6. Leave of Absence (LOA) with Pay
7. Leave of Absence (LOA) without Pay
8. Leave of Absence (LOA) Extension
9. Return from Leave of Absence (LOA)
10. Cost Distribution


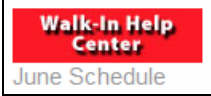


The deadline for submitting PCRs that impact payroll processing for the July payrolls will follow the existing payroll calendar, with one exception – PCRs that affect the July 11 bi-weekly payroll are due in the Human Resources Service Center (HRSC) by June 28, instead of June 27. For the July 31 monthly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

Initiators and approvers can visit the UC Flex Walk-In Help Center to receive hands-on support for their transactions. The center is staffed 9:30 am to 3:30 pm in University Hall, Room 356.

Information Available on UC Flex Web Site

The UC Flex website is a useful resource. You can find back issues of the project newsletter and go live bulletins, as well as answers to frequently asked questions, and presentations from our workshops and road shows. Bookmark this useful site today: www.uc.edu/ucflex.

Resource	How to find it
Training Help Web Site contains step-by-step instructions for users.	
Frequently Asked Questions for HR	Click Communications on the left and choose Human Resources FAQs.
June Schedule for Walk-In Help Center	
Details about Pay Statement Changes	
Back issues of Newsletters and Go Live Bulletins. Go Live Bulletins contain information to help users get ready for go live.	
Go Live Calendar	Click Documents and select UC Flex Go Live Calendar
IT Coordinator Communication	Click Documents and select IT Coordinator Communication – HR Implementation, May 2006
Kronos Timekeeper Communication	Click Documents and select one of the following Kronos documents: <ul style="list-style-type: none"> • Work Instructions for Kronos Timekeepers • Road Show: What's Changing for Kronos Timekeepers • FAQs – Kronos IDs
Reporting Workshop Presentations	Click Documents and select one of the following Reporting Workshop documents: <ul style="list-style-type: none"> • June 2006 Decentral Reporting Workshop • Where Have My People Gone • Data Structures, Attributes and Codes • How to Find What You Are Looking For
PCR Road Show Presentations	Click Documents and select one of the following PCR documents: <ul style="list-style-type: none"> • Handout: PCR Approvals and Notifications • Road Show: Personnel Change Requests
Organizational Management Presentations	Click Documents and select one of the following OM documents: <ul style="list-style-type: none"> • Organizational Management Playback & Standards • Road Show: Organizational Management Overview

Special Note of Thanks to our PCLG Members and Transition Leaders

PCLG Members,

Betty Young
Heather Cox
Julie Flammer
Martine Hodges
Ken Wolterman

As a result of the extraordinary effort and commitment of a small team of people, the UC Flex HR system is LIVE in production.

As our leadership team for process changes we simply could not have done it without your vision, guidance and energy. The UC Flex project and the University owe you a debt of gratitude, and on behalf of the whole UC Flex team we want to say – THANK YOU!

We have successfully reached a major milestone in a long and challenging journey together.

Congratulations!

UC Flex Project Managers,
Denny, Jim & Danny

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

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.