

## UC FLEX NEWSLETTER

#019 (August 12, 2005)

This edition of the newsletter covers the following topics:

- ◆ Open Help Sessions Continue in August
- ◆ Month-End Reporting Reminder
- ◆ Business Warehouse (BW) Training Commences
- ◆ KRONOS Upgrade
- ◆ Human Resources Transition Leader Program
- ◆ July Project Update and What's Coming Next
- ◆ Project Contact Information

### Open Help Sessions Continue in August

During the month of July, almost 200 staff made use of the Walk-In Open Help Sessions for end users, taking the opportunity to drop by and work face-to-face with a Subject Matter Expert (SME) to resolve any questions or problems using the new UC Flex system. As a result, the Open Help sessions will continue for the month of August.

During the hours shown in the table below, users will be able to walk into the UC Flex Competency Center without an appointment and work face-to-face with a UC Flex Technical or Business Subject Matter Expert (SME) to resolve any issues or problems that they are experiencing with the system. Users who have been granted access to the UC Flex system will be able to login from the Competency Center and receive real-time help from an SME.

**August Open Help Session Schedule (Room 356 University Hall)**

<b>Date</b>	8/8/2005	8/9/2005	8/10/2005	8/11/2005	8/12/2005
	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00
<b>Date</b>	8/15/2005	8/16/2005	8/17/2005	8/18/2005	8/19/2005
	N/A	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	N/A
<b>Date</b>	8/22/2005	8/23/2005	8/24/2005	8/25/2005	8/26/2005
	N/A	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	N/A
<b>Date</b>	8/29/2005	8/30/2005	8/31/2005		
	N/A	1:00 – 4:00	1:00 – 4:00		

### Month-End Reporting Reminder

A reminder that the month-end closing date will be announced on the UC Flex Portal Home Page. A complete list of Common Reports is available on the UC Flex website by clicking <http://www.uc.edu/ucflex/documents.asp> and then *UC Flex Common Reports* under the UC Flex Financials section. You may also find this list by clicking the *Common Reports* link from the Financials or BW Home Pages within the UC Flex portal. More detailed information about month-end processing using the Business Warehouse was communicated in a special bulletin sent to all subscribers to the UC Flex Listserv. The bulletin is also available on the UC Flex website at <http://www.uc.edu/ucflex/newsletters.asp>.

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## Business Warehouse (BW) Training Commences

Beginning August 8, two types of training for Business Warehouse (BW) users will be available. A 2-hour "Business Warehouse Reporting Accelerated Workshop" will teach users how to run an existing query, view data in different ways, change the format of a report, export data to MS Excel, and save the revised report into their Favorites list. This fast-paced class is designed for users who have attended a substantial amount of other UC Flex training and need minimal instruction in the use of the system.

Also available will be a 4-hour "Business Warehouse Report Training" course that covers the same topics as the 2-hour workshop, but allows more time to practice using the new system. This longer class is designed for users who have attended a limited amount of other UC Flex training and have an introductory understanding of the new system.

You may view the schedule and register for one of the BW training offerings by clicking on the following link: <https://secure-server.uc.edu/ucflex/trainingopp/>.

Prior to attending training, you will find instructions on how to filter, sort and change the layout of a BW report on the UC Flex Help website at [www.ucflex.uc.edu/help](http://www.ucflex.uc.edu/help). Click on *Business Warehouse* on the left-hand side of the screen, then *Course*, then *Business Warehouse Reporting* and select *Business Warehouse Reporting* under PowerPoint on the right-hand side.

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## KRONOS Upgrade



The KRONOS Timekeeping system is currently being upgraded to a web-based platform that in the future will interface with the new UC Flex Human Resources system. Beginning August 8, Timekeepers and Supervisors will attend separate training on the features of the new web-based system. KRONOS Training for Timekeepers is designed for those who edit timecards, run reports, set up schedules, set up hyperfind queries and set up new employees. KRONOS Training for Supervisors is designed for those who view timecards, run reports, view schedules, view employees and set up hyperfind queries. KRONOS training will run for four weeks.

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## Human Resources Transition Leader Program

To help the UC Community through the changes that will occur as a result of the UC Flex Human Resources initiative, the UC Flex Human Resources Project Team and the UC Community are working together to implement a "Transition Leader" program. The primary objective of this effort is to ensure that the entire UC Community is as prepared as possible for these changes. The program will be coordinated by the UC Flex Change Management and Training Team in conjunction with the UC Flex HR Project Team, and will involve members of the UC Community acting in the roles of Liaisons and Transition Leaders.

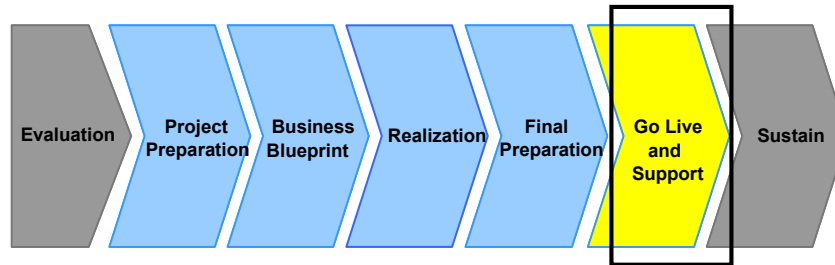


The UC Flex Transition Leader program will rely on representatives throughout the UC community to help lead the transition to the new system. The UC Flex HR Project Team will assist these Transition Leaders in understanding the new system and processes in advance of the system go-live. The primary role of the Transition Leaders is to disseminate information received from the UC Flex HR Project Team and Liaisons to the UC Community, and participate in project activities as required. They will also engage in two-way communications so the UC Flex HR Project Team can respond effectively to the needs of users.

The primary role of the Liaisons is to coordinate the activities of Transition Leaders, and to disseminate information to the Transition Leaders and receive feedback. Transition Leaders and Liaisons may also identify "Change Agents" in their departments to assist with cascading communications.

Over the coming weeks, Transition Leaders will receive an invitation to attend a Transition Leader Orientation session, to be held on September 8.

## July Project Update and What's Coming Next



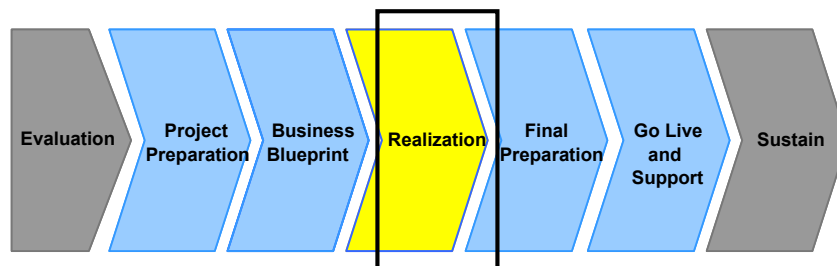
*UC Flex Financials is in the Go-Live and Support Phase*

July's **key activities and accomplishments** for the **UC Flex Financials** project include:

- Completed all end user training for go-live.
- Developed and executed a schedule for Competency Center Walk-In Open Help sessions for end users. Finalized August Walk-In schedule.
- Completed Business Warehouse (BW) "Super User" training.
- Executed a concentrated go-live communication campaign focused on specific information most critical to the Financials community.

**Next steps** for the **UC Flex Financials** project include:

- Continue end user training and develop an ongoing schedule of courses to sustain a Financials training program.
- Continue Competency Center Walk-In Open Help sessions for end users.
- Continue knowledge transfer of Financials training knowledge to UC trainers.
- Conduct Business Warehouse (BW) training.
- Continue work on reports to support the many business needs of UC Flex.



*UC Flex Human Resources is in the Realization Phase*

July's **key activities and accomplishments** for the **UC Flex Human Resources** project include:

- Completed HR Business Process Master List (BPML).
- Completed HR Gap Analysis Document.
- Completed HR Unit Test Plan.
- Completed 30% of Baseline Configuration.
- Established a data conversion strategy for Concurrent Employment.
- Identified HR Liaisons and Transition Leaders and established the Transition Management Subcommittee of the PCLG.

**Next steps** for the **UC Flex Human Resources** project include:

- Conduct discussions with other Higher Education institutions (University of Tennessee, Texas State, Nebraska & Baylor Medical) to gather “lessons learned” on functional areas to be implemented.
- Continue configuring the system.
- Establish baseline design for Tenure Tracking and Effort Reporting.
- Evaluate the Effort Reporting solution from the University of Tennessee.
- Complete the UC Flex HR Communication work plan and the planning for the initial Transition Leader Program Orientation event.

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## Project Contact Information



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

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[We review this e-mail account regularly]

Additional UC Flex information (including past Newsletters) is currently available on the UC Flex web site located at [www.uc.edu/ucflex/](http://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](http://www.uc.edu/ucflex/email_list.asp).

We urge you to stay informed!