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## UC FLEX NEWSLETTER

#020 (September 9, 2005)

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This edition of the newsletter covers the following topics:

- ◆ Human Resources Change Readiness Survey #1
  - ◆ Town Hall Meeting #5
  - ◆ HR Transition Leader Orientation
  - ◆ UC Flex Reporting Reminder
  - ◆ UC Flex Troubleshooting Guide
  - ◆ System Access for New Hires
  - ◆ Training Update
  - ◆ August Project Update and What's Coming Next
  - ◆ Project Contact Information
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### Human Resources Change Readiness Survey #1



As part of the UC Flex Change Management Strategy, the first Change Readiness Survey for Human Resources will be conducted in mid-September 2005. The purpose of the survey is to assess UC's commitment, readiness and ability to accept and sustain the changes resulting from the implementation of the new UC Flex Human Resources system. On September 20, a link to the web-based survey will be sent to all current HRMS Users, HRAC members, HR Transition Leaders and the UC Flex Human Resources Project Team.

The initial survey will be used to develop a baseline to identify issues, concerns and where further communication and effort is needed. The survey will be conducted again at key stages in the project in order to identify new issues or concerns and to track the effectiveness of communication and training activities over the life of the project.

The success of the UC Flex Human Resources initiative depends on the ongoing participation and meaningful engagement of the community. If you have received a request to complete the survey, please take the time to do so, using the opportunity to provide any feedback, comments or concerns that you have about the Human Resources initiative. Surveys must be completed and submitted by end-of-day **Monday, October 3 2005**.

If you have any questions about the survey or feel that you should have received one but did not, please contact Tom Koerner (x69103) or Dennis Yockey (x65003).

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### Town Hall Meeting – 5 October, 2005

With the successful go-live of UC Flex Financials, we invite you to share in the success and stay involved with the UC Flex Human Resources initiative by attending the fifth Town Hall meeting to be held on October 5 at 2 p.m. The UC Flex Executive Sponsors - Bob Ambach, Sandra Degen, Dale McGirr, Jim Plummer, Fred Siff and Jim Tucker - and President Nancy Zimpher will join the Program Management Office, Executive Steering Committee and industry partners in presenting this Town Hall meeting.

To date there have been four previous Town Hall meetings:

- to kickoff the project
  - to share with the community the selection of SAP as the Financial software system
  - to present the selection of IBM as our Financials implementation partner and to share project timelines, objectives and the role of the community in ensuring their successful attainment, and
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- to introduce the name “UC Flex” and provide information on the rollout of UC Flex Financials (including end user training commitments and schedules) and the initial stages of UC Flex Human Resources.

This fifth meeting will review the successful implementation of UC Flex Financials and provide information about the status of UC Flex Human Resources. There will also be a question and answer session. The previous town hall meetings have had over 200 community members at each and the discussions have been lively and informative.

Please plan on attending the UC Flex Town Hall meeting scheduled for **Wednesday, October 5, from 2:00 to 3:30 p.m.** in the **TUC Great Hall**. Refreshments will be served prior to the start of the meeting.

We are looking forward to seeing you there and sharing with you another milestone in a community-wide effort.

## Human Resources Transition Leader Orientation



As indicated in the August Newsletter, 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 implementing 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.

As part of the program, a number of Liaisons and Transition Leaders have been identified. They are as follows:

### Liaisons:

#### West Campus

Ken Wolterman

#### East Campus

Heather Cox

#### Administrative Departments

Julie Flammer

Martine Hodges

### Transition Leaders:

Alisha Campbell

Karen Carr

Shannon Doyle

Annette Georgin

Martha Hart

Susan Jackson

Melissa Kelley

Priscilla Neill

Lynne Ransier

Jim Schoenfeld

Evelyn Schott

Melinda Stout

Stacey Weber

Bob Willis

Patricia Woods

Maria Bolten

Amy Carpenter

Christine Day

Carlette Grayson-Rogers

Susan Green

Teresa Larkin

Kim Maune

Sheila McCormick

Linda Middleton

Debbie Owsley

Tim Schraffenberger

Angela Smith

Jaynee Tolle

Kelly Waikel

Mindy Weaver

Adam Benedict

Ruth Bolus

Darlene Bunton

Mike Burba

Pallavi Patel

Pat Reith

Linda Rook

Jeanette Shoecraft

Carolyn Walker

Debbie Weinstein

Beth Wilhelmus

On September 8, Liaisons and Transition Leaders attended a Transition Leader Orientation session, facilitated by the UC Flex Change Management and Training Team and members of the HR Project Team. At the Orientation session, attendees were provided with information to help them begin planning how they will support their departments before, during and after the implementation of UC Flex Human Resources.

Over the coming weeks, Liaisons and Transition Leaders from each of the campus and administrative areas will hold detailed planning sessions and towards the end of October will be invited to attend HR Process Overview sessions conducted by the HR Project Team.

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## UC Flex Reporting Reminder

A reminder that there are a number of resources available to UC Flex Financials users to help them with their reporting needs:

- There are a number of Reporting-specific bulletins available on the UC Flex website that contain information and tips and tricks for month-end (and general) reporting. Click on the following link <http://www.uc.edu/ucflex/newsletters.asp> or go to the Communications link on the UC Flex website.
- [Common Reports](#) – for an up-to-date list of Common Reports available in UC Flex. This list is updated as new reports are added, so check back regularly.
- [UC Flex Help Website](#) – for quick reference guides relating to month-end reporting.
- [UC Flex BW Training](#) – to find a list of currently scheduled Business Warehouse (BW) training and register.

**NOTE:** Open Help Sessions held by the UC Flex Competency Center have now ended. Please refer to one of the above resources or contact the UCit Help Desk at [helpdesk@uc.edu](mailto:helpdesk@uc.edu) or **556-HELP (4357)**.

Selected Business Warehouse (BW) Super Users have been invited to attend a Reporting Focus Group in mid-September to discuss the reporting functionality in UC Flex Financials and provide information on reporting requirements.

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## UC Flex Troubleshooting Guide

The UC Flex Troubleshooting Guide has been updated and is available at [www.ucflex.uc.edu/help](http://www.ucflex.uc.edu/help). Click on *Quick Reference Guides*, then *Reference Materials*. The guide now includes information about specific error messages and what to do if you encounter them.

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## System Access for New Hires

If you require a change to an individual's existing security role, or if you need to request a security role for a new employee, or when a training need arises, Business Administrators should send an e-mail request to [ucflex@uc.edu](mailto:ucflex@uc.edu). The e-mail should identify the individual and the UC Flex role(s) that apply. An individual course plan will then be produced and system access granted once the necessary training has been completed.

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## Training Update

### Financials

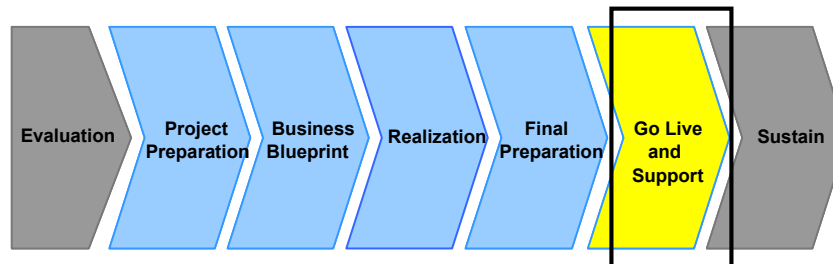
The delivery of UC Flex training to new staff is now the responsibility of UC's Training and Development area in Administrative and Business Services. A schedule of courses for October is currently being developed. A number of

courses are currently scheduled for September. You can register for these courses by clicking on the following link: <http://secure-server.uc.edu/ucflex/trainingopp/>

## Human Resources

After four weeks of daily course offerings, the opportunity for classroom training on the new KRONOS system has ended. However, a training sandbox is currently being created that will enable users to practice and become even more familiar with using the new system. It will also provide a facility for those that attended training to use to train others in their areas that did not attend. Once the sandbox is available, you are encouraged to use it to ease the transition to the new system for yourself and your department. The availability of the sandbox will be announced as soon as it is ready for use. Copies of the training material used in class can be obtained via an email request to [cheryl.neal@uc.edu](mailto:cheryl.neal@uc.edu). Any questions can be directed to the HRMS and KRONOS Help Desk at 556-2479. Please note that the go-live date for the new KRONOS system is October 9, 2005.

## August Project Update and What's Coming Next



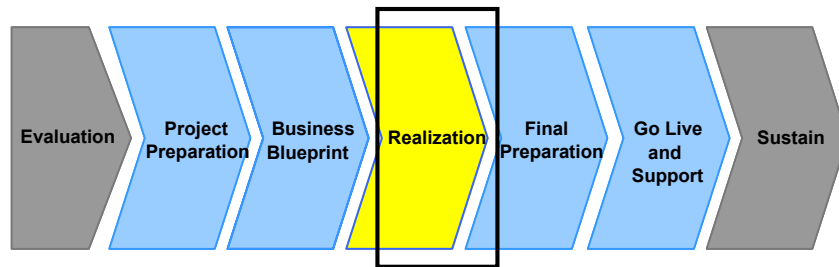
*UC Flex Financials is in the Go-Live and Support Phase*

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

- July Month-end processing completed
- Processed first ACH file to the bank
- Delivered August training classes (Financials, BW Reporting, KRONOS)
- Supported the UC Flex Competency Center Open Help Sessions and a number of Tips 'n Tricks sessions. Open Help sessions have now ended
- Corrected Payroll Encumbrance postings error
- Corrected Grant's Mass Billing problem
- Completed knowledge transfer of Financials training knowledge to UC trainers.

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

- Activate availability control for Capital Finance projects and Grants
- Continue production break/fix support
- Conduct Reporting Focus Groups to support the many business needs of UC Flex.



*UC Flex Human Resources is in the Realization Phase*

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

- Held several HR Transition Leader Management Subcommittee meetings
- Conducted the HR Transition Leader Orientation session
- Completed 50% of Baseline Configuration
- Completed the Concurrent Employment design and data conversion plan
- Reviewed the PeopleAdmin to SAP interface with U. Nebraska and Baylor College of Medicine
- Conducted a focus group to capture Tenure Tracking requirements
- Conducted a fit-gap review of Self Services against the Blueprint

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

- Begin Self Services Blueprint
- Continue Configuration and Functional Specifications
- Continue Kronos upgrade implementation
- Conduct Change Readiness Survey #1

## 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](mailto:dennis.yockey@uc.edu)  
Telephone #: x65003

Jim Lewis, UC Flex Technical Program Manager  
E-mail: [james.lewis@uc.edu](mailto:james.lewis@uc.edu)  
Telephone #: x69035

UC Flex e-mail account: [ucflex@ucmail.uc.edu](mailto:ucflex@ucmail.uc.edu)  
[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!