
UC FLEX NEWSLETTER#022 (November 7, 2005)

This edition of the newsletter covers the following topics:

- HR Change Readiness Survey #1 Complete
- ESS? MSS? What are you talking about?
- Financials Training Update
- October Project Update and What's Coming Next
- Your Questions Answered
- Project Contact Information

HR Change Readiness Survey #1 Complete

The first HR Change Readiness Survey closed on October 18, 2005. The web-based survey was distributed by e-mail to 555 participants. 184 were completed and submitted, yielding a 33% participation rate, comparing favorably to the first UC Flex Financials Change Readiness Survey, which also yielded a 33% participation rate. The survey recipient list was compiled from a list of existing HRMS Users with the addition of the UC Flex HR Project Team, Liaisons, Transition Leaders and others identified by the business areas, all of which are expected to experience some level of change due to the implementation of the new UC Flex HR system. UC Flex HR Consultants were not included.



The Change Readiness Survey allows the UC Flex Project Team to evaluate the UC Community's commitment, readiness and ability to accept and sustain the changes resulting from the implementation of the new UC Flex Human Resources system. This first UC Flex HR Change Readiness Survey will provide a baseline that can be measured against by re-administering the survey over the life of the project. Administering the survey at key points throughout the life of the project will enable the UC Flex Project Team to identify new issues or concerns and track the effectiveness of communication and training activities.

Many of the comments received expressed concerns regarding the training aspect of the project. These comments and concerns will be considered when developing the training curriculum for UC Flex HR, including the amount and type of training users will receive.

The survey responses and comments received provide valuable information to the UC Flex HR Project Team and have enabled us to identify areas requiring attention prior to go-live. Thank you to all who participated.

ESS? MSS? What are you talking about?

The SAP software purchased by UC to replace the existing Human Resources system contains functionality that enables employees to maintain their own personal information, and provides managers with tools to perform their day-to-day management tasks quickly and easily. This functionality is known collectively as "self services" and is divided into two key areas:

- Employee Self Service (ESS)
- Manager Self Service (MSS)

Self service functions will be phased in over time starting with initial MSS functionality in July 2006 to support similar functionalities that UC has with the current ePAF process. In August 2006 an initial pilot of a component of Employee Self Service functions will go-live, followed in October 2006 by 'Benefit Enrollment' to support annual enrollment for calendar year 2007. These two initial services will be followed by periodic roll-outs of additional services to further improve processes in this very dynamic service area for Human Resources.

The self services component of the SAP software contains many standard delivered services. During the workshops held in the Blueprint phase of the project, the UC community expressed interest in the following functionality identified as relevant to UC and which may be implemented in future rollouts:

Employee Self Service (ESS)

- Personal Information:
 - Personal Data
 - Address
 - Emergency Contact
 - Family Member/Dependent
 - Bank Information
 - W4 Tax Information
- Benefits and Payments:
 - Participation Overview (list of all the benefits an employee has enrolled in)
 - Enrollment
 - Paycheck Inquiry
- Time Management
 - Leave Request Overview
 - Create Leave Request

UC Flex HR ESS will enable employees to view, create and maintain data in the UC Flex system in real-time via their web browser, thereby eliminating the current time consuming processes involving the preparation of web forms/PDF files that must be forwarded to the Human Resources Service Center (HRSC) to be updated.

Manager Self Service (MSS)

The functionality covered by the MSS component of UC Flex HR includes:

- Personnel Change Requests (currently known as ePAF)
- Reporting

UC Flex HR MSS is primarily designed to provide support to Line Managers and Heads of Department in completing their administrative Human Resources tasks. This tool will enable them to run their Departments in line with University objectives, particularly in the area of staffing.

Financials Training Update

Training Materials Updated

Training course materials for decentral users have been updated to reflect the latest configuration and data changes to the UC Flex Financials system. Course materials can be accessed from the UC Flex Training Help Web site at <http://www.ucflex.uc.edu/help/nav/index.htm>.

Change for Those Who Process Deposits

At the request of the Cashiers and some Decentralized Users, an adjustment has been made to the deposit transaction. The "Reference" field is no longer a mandatory field for the Decentral Financial Processors-Non AR (Deposits). Decentralized processors may still complete this field however, the Cashiers are using this field to record the bar scan number on the deposits that they are processing, so any information recorded by Decentral users in this field will be deleted.

Completion of UC Flex Financials Training

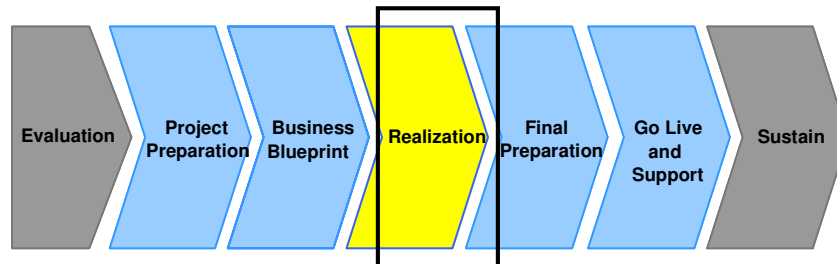
Access to the UC Flex Financials system was granted to those who had completed a majority of their identified training, on the basis that the outstanding training would be completed within a short time after go-live on July 5.

Proper training is essential to be able to use the system efficiently and effectively, without compromising the integrity of the system and the data it contains. Trying to muddle through or asking for assistance from colleagues who have attended training is not a substitute for formal training designed specifically to teach you how to use the new UC Flex Financials system to do your job.

The training courses identified on your Individual Training Plan are directly related to the role/s that you have been assigned in the UC Flex system. If you no longer require one or more of these roles, please contact your Business Administrator immediately and request that they notify the UC Flex Team to remove you from the role/s by sending an e-mail to ucflex@ucmail.uc.edu. If you do not require changes to the role/s assigned to you but have not completed the courses identified on your Individual Training Plan, you should complete these outstanding courses as a matter of high priority.

To find out what courses are currently scheduled or to register for training, click on the following link: <https://secure-server.uc.edu/ucflex/trainingopp/>. To request a copy of your Individual Training Plan, send an e-mail to ucflex@ucmail.uc.edu.

October Project Update and What's Coming Next



UC Flex Human Resources is in the Realization Phase

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

- Held 5th Town Hall meeting with approx. 190 attendees
- Continued system configuration, development and unit testing with a focus on Organizational Management, Self Services and legacy data conversion
- Completed the first HR Change Readiness Survey
- Conducted HR Process Overview Sessions for Transition Leaders
- Completed Kronos upgrade and made payroll
- Began roll out of PeopleAdmin

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

- Begin development of Business Process Procedures (BPPs)
- Continue Organizational Management activities
- Continue the HR curriculum mapping process and the course outline development

Note: We will no longer be providing status reports for UC Flex Financials as it is now in sustainment.

Your Questions Answered



- Q:** *Will Social Security Number (SSN) continue to be the key to an individual's record in the new UC Flex HR system?*
- A:** No. While federal and state laws require the collection of SSNs for certain services such as those relating to employment and student loans, the University is committed to protecting the privacy of its students, staff, faculty, and alumni, as well as other individuals associated with it. To better position the University in terms of increasing the protection of privacy rights and managing its information databases responsibly, a recommendation to establish a University-wide unique identification number was approved early last year which significantly reduces the reliance on SSNs for identification purposes.

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 currently 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.

We urge you to stay informed!