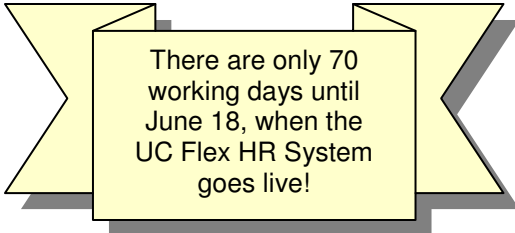

UC FLEX NEWSLETTER

#026 (March 10, 2006)

This edition of the newsletter covers the following topics:

- BW Users Invited to Attend Financials Reporting Help Sessions
- User Feedback Poll Available on UC Flex Website
- Payroll Parallel Testing Commences
- Register Now for the Organizational Management Road Show
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There are only 70 working days until June 18, when the UC Flex HR System goes live!

BW Users Invited to Attend Financials Reporting Help Sessions

With the continued evolution of Financials Reporting capabilities and the expansion of the role of Business Warehouse (BW) Super Users, the UC Flex Financials team began to provide Walk In Help Sessions for all BW users on Monday February 27. The sessions are held in Room 356 University Hall from 8am to 10am on Mondays, Wednesdays and Fridays for a period of 4 weeks. There is no need to make an appointment and all BW users are welcome to drop by for assistance with any questions, comments or concerns related to their Financials reporting requirements.

User Feedback Poll Available on UC Flex Website

To take the UC Flex Web Poll, visit UC Flex on the web at <http://www.uc.edu/ucflex/>, and click "User Feedback" on the right. You can see poll results as soon as you submit your response. Bookmark the UC Flex Website, and take the new web poll today. New questions are posted regularly, so visit again soon to look for new poll questions.

Payroll Parallel Testing Commences

In July, UC employees will receive the first paychecks generated by the new UC Flex HR system. Ensuring the accuracy of paychecks and pay statements is of the highest priority for the UC Flex team. In order to detect and resolve any potential problems prior to payday, the UC Flex Payroll team will employ a proven methodology known as "parallel testing" to ensure the accuracy of payroll information in the new system.

Beginning this month, the UC Flex Payroll team will run a series of tests that involve comparing samples of data generated by the new system with data contained in the current HRMS. Prior to go-live, the Payroll team will complete three iterations of parallel pay cycles using the new system. This will provide the team an opportunity to do a side-by-side comparison of variables affecting employee pay, such as pay rate, pay schedule, tax withholding,

garnishments, benefits, additional assignments and so on. Any payroll problems identified during the parallel testing phase will be resolved prior to the new system being implemented.

Register Now for the Organizational Management Road Show

An Organizational Management Road Show is being offered later this month and all are invited to attend. This event will give participants an opportunity to learn about Organizational Management concepts like organizational units and positions. Participants will see a live demonstration of the new UC Flex system and have an opportunity to get their questions answered.

The new system will be turned on June 18, 2006. Take this opportunity to hear about UC Flex and learn how it will be used to manage UC's organizational units and positions.

Choose from two sessions scheduled in March. Please register online via the UC Flex Training Opportunities Web Site at <https://secure-server.uc.edu/ucflex/trainingopp/>.

March 28, 2006
2:00 to 3:30pm
Vontz Center Auditorium

March 29, 2006
10:00 to 11:30am
MainStreet Theater

Organizational Management Playback Session Conducted

Almost 100 representatives from across the University attended an Organizational Management Playback session on Tuesday February 28, 2006 in the Vontz Center Auditorium. The purpose of the session was to "playback" results from over 50 design sessions held in February to capture the organizational structure for the university. Participants received organizational charts at this session showing how their departments will be set up in the UC Flex system. The UC Flex team answered questions about how employees with multiple assignments will be set up using a feature called Concurrent Employment.

To finalize the organizational structure, representatives will review organizational charts with Vice Presidents in their area for final approval.

Did You Know...

... that 1271 organizational units have been identified for the new organizational structure in UC Flex? These organizational units represent various colleges, departments and work groups in a hierarchical structure.

Upcoming KRONOS User Group Meeting

The KRONOS User Group will begin to discuss changes to the KRONOS timekeeping system as it relates to the implementation of UC Flex. The next meeting is **March 20, 2006** in University Hall, Room 450 at noon to 2:00 pm. This session will cover how an employee's leave balances will appear in KRONOS and how changes will benefit timekeepers. The KRONOS User Group will continue to cover topics and answer questions as they relate to the current KRONOS system.

Answering Your Questions

Q: Will the same HR information continue to be available in UC Flex?

A: HR data will be converted from the current HR system to the new UC Flex system, ensuring that all the information will continue to be available. However, data will be organized differently in UC Flex. The new system is designed to provide more flexibility and the data structure reflects this increased flexibility. Depending on how closely you work with HR data today, you may need to become familiar with the new data structure in UC Flex.

One example of a significant change is the job class code. If you are familiar with the job class code as it is used today, you know that the information contained in the job class table is used to define an employee's title, EEO code, pay, benefits and other information. This same information is contained in UC Flex, but it is not organized into a single job class table. Different fields, such as position, employee group, and personnel area are used in UC Flex to store the information that is currently found in the job class table.

Talent Management Update

In October, the UC Flex team will begin rolling out the Talent Management wave. Talent Management builds on the core UC Flex functionality that will be implemented this summer, especially in the areas of Positions and Jobs, which are the building blocks of Talent Management. In the UC Flex system, a Job is the equivalent of an entry in the Job Class table in HRMS, with additional data and functionality to help the University manage our human resource talent. Talent management provides functionality that includes a qualifications catalog (knowledge, skills and abilities associated with a job or person), performance appraisals and career planning.

The Blueprint workshops for Talent Management are underway – stay tuned for more updates.

Change Readiness Survey #2

As part of the UC Flex Change Management Strategy, the second Change Readiness Survey for HR will be conducted this month. 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 HR system. By comparing the results of the second survey with the baseline established in the first survey (conducted in September 2005), we will also be able to identify issues, concerns and areas where further communication and effort is needed.

In the next week, a link to the web-based survey will be sent to all identified UC Flex HR users, HRAC members, HR Transition Leaders and the UC Flex HR Project Team (excluding consultants). The success of the UC Flex Human Resources initiative depends on the ongoing participation and meaningful engagement of the community. If you receive 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.

If you have questions about the survey, please contact Tom Koerner (x69103) or Dennis Yockey (x65003).

HR Training Update



The UC Flex Training Team is developing the training schedule and will distribute individual course plans for each identified UC Flex HR user. The course plan will list all the UC Flex HR training courses that each individual user is required to attend prior to go-live. Users can expect to receive their course plans in late March, at which time users can begin to register for courses through the UC Flex training registration website.

How do I register?

Users will register for courses in the UC Flex Registration system, which links off the UC Flex Web site to <https://secure-server.uc.edu/ucflex/trainingopp/>. Instructions for using the registration system are available at http://www.uc.edu/ucflex/user_training.asp. You are expected to attend the class in which you register. If you find you cannot, please cancel your enrollment so that someone else can take your seat in the class.

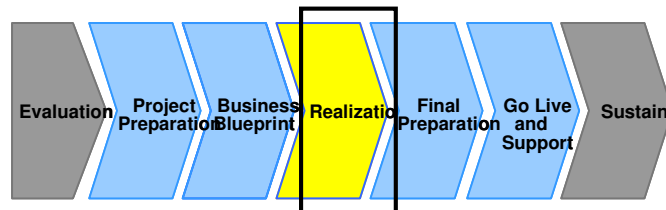
HR users who are new to the UC Flex system, should plan to take the “UC Flex Overview and SAP Navigation” course. In the past, this course has been offered as an online training course. Starting this month, the course is an instructor-led, hands-on classroom training. If you have already completed this course as a financial user, there is no need to take it again. New users can register now on the UC Flex Training Opportunities Web Site at <https://secure-server.uc.edu/ucflex/trainingopp/>.

This course is being taught on the following dates in March:

- March 10, 2006 at 8:30am to 12:30pm
- March 20, 2006 at 12:30pm to 5:00pm
- March 31, 2006 at 9:00am to 2:00pm

The HR Business Overview course will be offered in March and April. This course is recommended for all users to obtain an overview of the human resources processes in the UC Flex system prior to attending other UC Flex HR training.

February Project Update and What's Coming Next



UC Flex Human Resources is in the Realization Phase

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

- Finalized workflow approvals for Manager Self Service (MSS) Personnel Change Requests (PCRs)
- Completed first cycle of integration testing
- Conducted talent management scope and approach session
- Drafted cutover plan with key dates
- Built HR reporting prototype based on standard business content
- Completed HR user mapping for training and authorizations
- Completed Organizational Management playback session
- Kicked off monthly HR decentral reporting workshops

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

- Complete integration testing
- Plan user acceptance testing
- Prepare technical environment for end user training
- Publish training schedule
- Prepare university-wide communication campaign to prepare for new paycheck

Note: Status reports for UC Flex Financials will no longer be provided as it is now in sustainment.

Project Contact Information

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



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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!