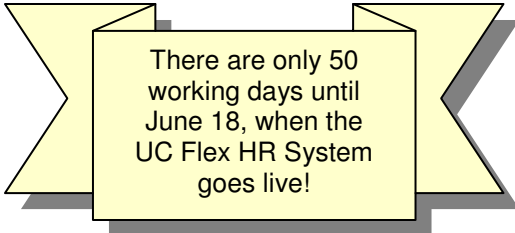

UC FLEX NEWSLETTER

#027 (April 7, 2006)

This edition of the newsletter covers the following topics:

- HR Service Center Preparation Activities
- What is Position Budgeting?
- Training Update
- Organizational Management Presentation Available Online
- KRONOS User Group Meeting
- Password Reminder
- Your Questions Answered
- New UC Flex Web Poll
- March Project Update and What's Coming Next
- Project Contact Information



There are only 50 working days until June 18, when the UC Flex HR System goes live!

HR Service Center Preparation Activities

This week, the HR Service Center begins an extensive series of activities to prepare for the implementation of UC Flex HR. When the new system is implemented, Service Center team members will become heavy users, working in the UC Flex system full time to perform their jobs. In order to provide excellent customer service for the University, it's important for the Service Center to become very familiar with the new system. Service Center team members will attend multiple hands-on training courses for their particular area of specialization, including benefits administration, employee data maintenance, and payroll processing, to name just a few.

Before training classes begin, Service Center team members will participate in weekly orientation sessions to learn new terminology, concepts and practice navigating in the system. Practicing in the system before go live is a critical success factor.

All these preparation activities will help HR Service Center team members get up to speed on the UC Flex system in preparation for go live on June 18, 2006. HR Service Center managers have made a commitment to the preparation of their staff by making time for training and system practice.

What is Position Budgeting?

Position Budgeting is a long awaited function for the University of Cincinnati. The ability to manage position vacancies and the budget credits associated with them will be a significant benefit to the University. The UC Flex tools that will be used to accomplish this task are Position Budget & Control (PBC), Business Warehouse (BW), and Budget Planning & Simulation (BPS).

The PBC tool will be used to automatically create personnel commitments using event controlled background processes. These personnel commitments are real postings in the Funds Management module that help the University manage budgets effectively. The PBC tool creates three different types of commitments:

- Commitments for the personnel costs associated with filled positions; this type of posting is called a Funds Commitment.

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- Commitments for the planned personnel costs associated with vacant positions; this type of posting is called a Pre-Commitment.
- Commitments for planned personnel costs that are paid less than the planned compensation for the position; this type of posting is called a funds block.

PBC is scheduled to be implemented on October 1, 2006. Since PBC is the tool for creating payroll commitments (encumbrances), there will not be any payroll commitments until October 1. There is a plan to create BW reports for monitoring and analyzing positions and the commitments associated with them. The second phase of PBC will be implemented during the FY08 Budget Formulation cycle which will include position budgeting.

Training Update



Individual course plans

Transition leaders are distributing individual course plans to each identified UC Flex HR user. Course plans list all the UC Flex HR courses that users need to attend before go-live. If you did not receive a plan and you believe that you should have, or if you have questions about your plan, contact your transition leader. If you don't know who to contact, send an e-mail to ucflex@uc.edu.

When you receive your plan, don't wait to register for courses. Courses will be added to the registration site in the coming weeks, so check the site periodically to sign up for all the courses in your plan. It's important for users to enroll early so that everyone can be trained before the system is turned on in June.

Stay tuned for details about an exciting drawing for UC Flex HR users who enroll in training early. **You could win an Apple 30GB iPod!**

How do I register?

Users will register for courses on the UC Flex Training Opportunities web site, <https://secure-server.uc.edu/ucflex/trainingopp>.

Sign up for UC Flex Overview and Navigation

HR users who are new to the UC Flex system should plan to take the "UC Flex Overview and Navigation" course. 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](#).

The course is offered on the following dates:

- April 13, 2006 at 8:30am to 12:30pm
- April 13, 2006 at 1:00pm to 5:00pm
- April 17, 2006 at 1:00pm to 5:00pm
- April 26, 2006 at 1:00pm to 5:00pm
- May 4, 2006 at 1:00pm to 5:00pm
- May 5, 2006 at 9:00am to 2:00pm
- May 16, 2006 at 8:30am to 12:30pm
- May 26, 2006 at 8:30am to 12:30pm
- June 2, 2006 at 9:00am to 2:00pm
- June 6, 2006 at 9:00am to 2:00pm

HR Business Overview Course shows the big picture

The HR Business Overview course will be offered in April and May. This course is recommended for all users prior to attending other UC Flex HR training courses. Participants will learn about new system features and business processes. If you want to learn more about how the UC Flex business processes fit together, don't miss the HR Business Overview course.

Organizational Management Presentation Available Online

Over 200 UC employees participated in the Organizational Management Road Show held in March. If you would like to see the information that was presented, visit the UC Flex web site at www.uc.edu/ucflex and click **Communications** on the left.

KRONOS User Group Meeting

The next KRONOS User Group meeting is scheduled for April 17, 2006 in University Hall Room 450 at noon to 2:00pm. Users will discuss KRONOS changes associated with the implementation of UC Flex. Topics will include leave balances in KRONOS, the "pointing" process and maintenance of account lines for distributing cost overrides. In addition to discussing changes with UC Flex, the KRONOS User Group will continue to cover topics and answer questions as they relate to the current KRONOS system.

Reminder – Change Your UC Flex Password Every 90 Days

University policy requires that users change system passwords at least every 90 days. This policy is part of the University's best practice approach to protect university systems against unauthorized access, malicious access and disruption of service.

Instructions for changing your UC Flex Portal password:

1. Log on to the UC Flex Production Portal.
2. Click Personalize in the upper right hand corner.
3. Click User Password.
4. In the Old Password field, type your current Portal password.
5. In the New Password field, type your new password.
6. In the Confirm Password field, type your new password again.
7. Click Save or press Enter on your keyboard.
The message "Password was changed," is displayed.
8. Click Close.

Best practices when choosing a password:

- Make your password seven characters where possible.
- Develop a mnemonic (i.e., use the first letter of every word from a simple phrase or sentence).
- Add numbers and special characters such as @, !, &,*.
- Alternate between upper and lower case letters.
- Use a combination of letters, numbers, and special characters.
- Make your password something not found in a dictionary.
- Do not use all numbers or letters.
- Do not use personal information that someone could easily guess or discover.
- Do not use the name of a sports team.
- If you must write down your password, do not leave it unsecured.

To learn more about keeping UC systems secure, visit the UCit web site at www.ucit.uc.edu/security/SecurityBasics.asp.

Your Questions Answered

Q: What is UC Flex doing to protect and secure employees' Social Security Numbers?

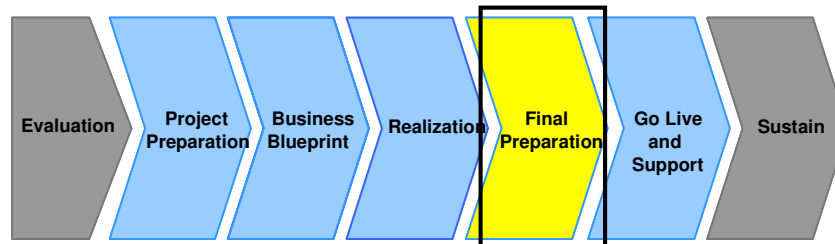
A: UC Flex is consistent with the university's policy to discontinue the use of Social Security Numbers as a unique identifying number for IT systems. In the UC Flex system, employees are identified by their name or by their UCID number. Employee Social Security Numbers continue to be maintained in the UC Flex system for benefits and tax purposes. However, only UC Flex users with appropriate security access will be able to view Social Security Numbers.

Social Security Numbers will no longer be printed on employee paychecks. Additionally, Social Security Numbers will not be available in the Business Warehouse reporting system, and will not appear on Employee Self Service screens.

New UC Flex Web Poll

Give us your feedback on UC Flex communication by taking the new UC Flex Web Poll. Visit www.uc.edu/ucflex today and click **User Feedback** on the right. You can also see results from previous polls. We want to hear from you.

March Project Update and What's Coming Next



UC Flex HR is in the Final Preparation Phase

Key activities and accomplishments for March include:

- Completed University-wide Organizational Management data capture exercise and built UC's new organizational structure
- Completed integration testing
- Completed workflow design for Manager Self Service
- Started Talent Management blueprint activities
- Launched final HR change readiness survey
- Completed the process of identifying and validating the roles for all HR central and decentral users
- Drafted the HR Business Overview course and reviewed it with Transition Liaisons and Leaders
- Finalized the HR training delivery schedule and produced individual course plans
- Conducted Organizational Management Road Show

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Next steps for the UC Flex HR project include:

- Continue data conversion and cleansing efforts
- Start payroll parallel testing
- Gather central and decentral reporting requirements
- Conduct Talent Management blueprint workshops
- Plan and develop additional road shows
- Complete analysis of HR Change readiness survey results

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 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!