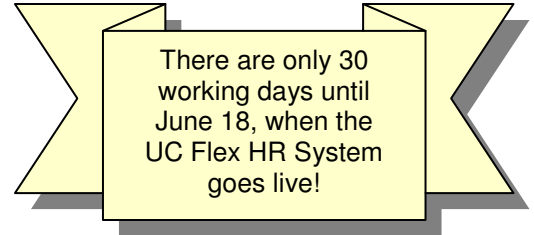


UC FLEX NEWSLETTER

#028 (May 5, 2006)

This edition of the newsletter covers the following topics:

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- ◆ Update on Payroll Parallel Comparison
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What's Changing for Departmental Users

The implementation of UC Flex HR will affect decentral users in a significant way. Here are some of the specific changes that employees working in departments across the University can expect to see when UC Flex HR is implemented on June 18, 2006.

Personnel Change Requests (PCRs) will replace many of the processes on today's PAF and ePAF. Currently departments use a single PAF or ePAF to process almost all decentral HR activity. With UC Flex, twelve separate PCRs will be implemented:

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|--------------------------|---------------------------------------|
| 1. Salary Adjustment | 7. Transfer for Additional Assignment |
| 2. Recurring Payments | 8. Leave of Absence (LOA) with Pay |
| 3. Special Payment | 9. Leave of Absence (LOA) without Pay |
| 4. Retirement | 10. Leave of Absence (LOA) Extension |
| 5. Separation | 11. Return of Leave of Absence (LOA) |
| 6. Additional Assignment | 12. Cost Distribution |

Individual PCRs will be easier to initiate than a PAF or ePAF because the PCR screen will only contain the fields that apply to a specific action. Also, some of the processes that were performed by decentral users with the PAF and ePAF will be initiated with a form and completed by the HR Service Center, including the new hire process. Be aware that FMLA leaves will not be performed using a PCR – they will be processed with a form instead. Look for future communication to explain how all the processes on the PAF or ePAF are mapped to new UC Flex processes.

The new system will improve many of our current processes for maintaining HR information. For example, today in HRMS recurring payments such as ADLs require a new job to be entered just to process the PAF. ADMs that are not supposed to be part of an employee's salary base also require a separate job. The new UC Flex system will improve this process by providing the ability to process recurring payments for a position based on the wage type, which provides the flexibility to include or exclude the additional payment in the base salary calculation. Specifically, wage types 0ADL and 0ADM do not add to the base calculation, while the new ADM called 0ADS does

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add the ADM amount to the base salary. This means that business managers will no longer need to use a separate position just to process recurring payments.

The PCR process will include an online approval process called workflow. This means that a PCR initiator enters the data for a change request and the request is automatically routed for the appropriate approvals in UC Flex. Approvers will be prompted to review any PCRs for their area when they log into the Portal. Users can see where a PCR is in the approval process, which makes it easy to track the PCR online. After a PCR has gone through all the required approvals, the requested change is saved in the system with the click of a button. This is an improvement to the current process where approved data is re-entered in the system by HR Service Center team members.

Expense transfers will be simplified with the Cost Distribution PCR. Today, decentral users rely on a tool called ET – Expense Transfers to request retroactive changes for payroll-related account line changes. In the future, ET will be turned off and retroactive account line changes will be made directly in the UC Flex system using the Cost Distribution PCR. The new process will be faster and easier, since the system calculates the adjustment and posts the change without manual entries. The benefit is that retroactive changes will be easier and more immediate than our current process allows. If a retroactive change affects a month that has been closed in UC Flex Financials, the change will be posted to the month in which it is entered.

We expect significantly less hand-drawn checks because data can be processed in the system more quickly. Also, the system provides a mechanism for default account lines so that each employee will maintain 100% funding so they won't be short-paid for all recorded work hours.

Entering financial data in the system is easier and more accurate. UC Flex was implemented for financials last year, so financial information is now available in the system and can be used for HR processes. When you enter account lines, the UC Flex system will validate the entry to ensure that it contains a valid combination of fund, cost center and functional area. Also, grant end dates will be verified automatically in the system during the data entry process.

General Ledger values for payroll related costs are inferred by the system, which eliminates the need to include the GL (i.e., object and sub-object) when you enter a cost distribution. The system infers the GL based on the payment type and employee information such as, Personnel Area, Subarea, Employee Group, and Subgroup. This means that overtime and award payments will automatically post to the appropriate GL with no effort by the department.

UC Flex will become the system of record for the University's organizational structure. This means the organizational structure for the entire University will be formally maintained in the UC Flex system. The organizational structure consists of organizational units, positions, jobs and people at UC. Today this information is not centrally maintained. Instead, organizational charts are dispersed among the filing cabinets and computers of departmental offices across the University. Not surprisingly, some information is out of date. This change will be a significant benefit for the University because we will have a single and consistent version of the organizational structure, which is centrally maintained so that it's kept up-to-date.

Positions will be formally maintained using the UC Flex system. Today positions exist only in the Job Classification table and are not maintained or associated with the employees who move into and out of them. Because personnel costs account for 70 to 80 percent of the University's budget, maintaining positions in a formal way provides consistency and better information for planning. The processes used today to fill a vacant position (e.g., hire, rehire, reappoint, transfer), change a position filled by a current employee (e.g., reclassification, promotion), or assign more than one position to a single employee, are being revised to include verifying the position and the information related to the position. Decentral users will also need a process to maintain information on the position as needs change over time (e.g., make a position unoccupied, change the planned compensation for a position). Future communication regarding these process changes will come from both UC Flex and HR Communications.

Reporting functionality will be improved for decentral users. Business Warehouse (BW) is part of the UC Flex system which will provide reports, replacing BI/Query and BI/Web for HR reporting. Many of the commonly used

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reports will already be set up in the system, which will make it easier for users to generate reports. During monthly reporting workshops, the UC Flex team is working with representatives from across the University to validate report requirements.

Monthly time reporting will be done online instead of using the paper process that is in place today. Using a UC Flex tool called Cross-Application Time Sheet (CATS), Salary Leave Administrators will enter absences for vacation and sick time for salaried employees at any time, up to the end of the month. This means that Salary Leave Administrators will have access to more timely data, improved reporting and an easy correction process. Salaried employee vacation and sick balances will be more current in the system and on employee pay statements.

Employee Self Service (ESS) will provide access for benefits-eligible employees to update their own personal information. When employees need to update their personal information, such as address, tax withholding or direct deposit, they will be able to enter their own updates using Employee Self Service (ESS). This means that employees will be able to maintain their own information in the system, and the business office or department doesn't have to get involved in the process. ESS will only be available for benefits-eligible employees. This new functionality will be released to a small user group in July as a test pilot, and it will be rolled out for benefits-eligible users across UC in September. In October, ESS will be used for benefits open enrollment.

Update on Payroll Parallel Comparison

The UC Flex team is currently in the process of testing the payroll function in the new system by doing a payroll parallel comparison to confirm that the system is accurate and compliant. As part of this test, the team will run the payroll process in the new UC Flex system and then perform a side-by-side comparison on payroll results with HRMS, the current system. The team has completed the first round of testing and will continue additional rounds of testing on both bi-weekly and monthly employee records. Testing will continue through June.

Would you like to win an iPod?



UC Flex HR Users with individual course plans:

Register early for training and you could win an Apple 30GB iPod. On **May 19, 2006** a name will be randomly drawn from the training registration system to win an iPod.

Rules: To be eligible to win you must (1) be a UC Flex HR user with an individual course plan (2) have completed the UC Flex Overview and Navigation course, (3) have completed the HR Business Overview, and (4) be registered for all the courses on your individual course plan, except Initiating & Approving PCRs, which is not yet available for registration.

See Apple's web site for iPod specifics: <http://www.apple.com/ipod/ipod.html>

Training Update

If you have received an individual course 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.



Seats are still available for the HR Business Overview course. This course is recommended for all users prior to attending other UC Flex HR training courses. If you want to learn more about how the UC Flex business processes fit together, don't miss this course. Tuesday May 9 is your last chance to attend this class, which will be held in MainStreet Theater.

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To register, visit the UC Flex Training Opportunities web site: <https://secure-server.uc.edu/ucflex/trainingopp>.

The UC Flex Training team is focused on providing HR training for the implementation of UC Flex HR in June. For this reason, there will be no UC Flex Financials courses scheduled during June. HR Business Overview courses are almost complete and hands-on classes for decentral HR users begin the week of May 22, 2006.

Some users have asked whether a sandbox will be available for decentral users to practice using the system before go live. Due to resource constraints the project is not able to provide a sandbox. Plan to attend the courses in your individual course plan so you will be ready when the system is implemented.

Kronos User Group Meeting

The next Kronos User Group meeting is scheduled for May 15, 2006 in University Hall Room 450 at noon to 2:00pm. Participants will discuss Kronos changes associated with the implementation of UC Flex. Topics will include a review of topics covered in previous user group meetings and changes to work study students with multiple pay rates and TWL/BIL. 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.

Timekeepers: Register Now for Kronos Road Show

A road show is being offered in May for all Kronos timekeepers. This event will give participants an opportunity to learn about changes to the Kronos system and timekeeping processes as they relate to the implementation of UC Flex HR. You will see a live demonstration of the Kronos system and have an opportunity to get your questions answered.

This road show is your opportunity to learn about changes to Kronos. The new system will be turned on during the week of June 18-24, 2006. Don't miss this important event!

Choose from two sessions scheduled in May. You can register online via the training opportunities web site at <https://secure-server.uc.edu/ucflex/trainingopp>.

May 17, 2006
10:00 to 11:30am
MainStreet Theater

May 18, 2006
2:00 to 3:30pm
Procter Hall Room 103

PCR Road Show Available for Registration

Many of you have heard about Personnel Change Requests (PCRs) which will be implemented as part of the UC Flex HR system. PCR road shows will be held this month to provide an opportunity for initiators and approvers to see an introduction to PCRs. At the road show you will see a demonstration of the UC Flex system and have an opportunity to get your questions answered.

In preparation for go live, all PCR initiators and approvers will attend training classes where new processes will be covered and exercises will be provided for hands-on practice. This road show is your opportunity to get an introduction to PCRs before hands-on training occurs in June.

Choose from two sessions scheduled in May. You can register online via the training opportunities web site at <https://secure-server.uc.edu/ucflex/trainingopp>.

May 23, 2006
10:00 to noon
MainStreet Theater

May 31, 2006
2:00 to 4:00pm
Vontz Center Auditorium

Your Questions Answered

- Q: Will HR data continue to be available for reporting purposes in BI/Query or BI/Web?**
- A:** BI/Query and BI/Web will continue to be used for UniverSIS reporting, but it will not contain current HR data after UC Flex HR is implemented in June. When HRMS is replaced by UC Flex HR, BI/Query and BI/Web **will not** continue to be updated with current HR information. Instead, Business Warehouse (BW) and UC Flex HR will be the source for HR reports.
- Q: What is the UCID?**
- A:** The University of Cincinnati is implementing a unique identifying number for all UC students and employees. The UCID number consists of the letter M, followed by 8 digits—for example: M00123456. The UCID number will enable systems across the University to move away from using student and employee Social Security Numbers as a unique identifier, thus safeguarding your personal information.
- Q: When will I need to use my UCID?**
- A:** Multiple systems across the University contain student and employee information, and the implementation of this new unique identifying number will not be completed overnight. Starting on June 18, 2006 when the UC Flex HR system is implemented, UCID will be used as the unique identifying number for all UC employees in the University's new Human Resources system. There is no need to memorize your UCID right away. However, as more systems and functions across the University begin using the new number, you will see the UCID is increasingly used to identify yourself.
- Q: How can I find my UCID number?**
- A:** Starting in July, employee pay statements will be printed with the new UCID number instead of Social Security Number. Later this Fall when Employee Self Service is implemented as part of the UC Flex project, benefits-eligible employees will see their UCID online as part of their personal HR record. Additionally, employees can call the HR Service Center to find their UCID.

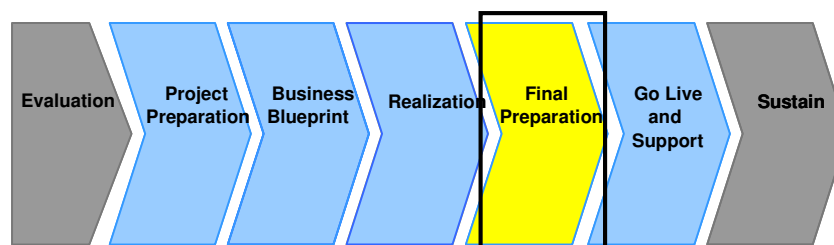
Need more information?

Questions about the new UCID can be directed to the Help Desk at 556-HELP or helpdesk@uc.edu.

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.

April Project Update and What's Coming Next



UC Flex HR is in the Final Preparation Phase

Key activities and accomplishments for April include:

- Completed initial data conversion and loading in preparation for payroll parallel comparison testing
- Completed first bi-weekly payroll parallel run and started comparison analysis
- Completed unit testing and integration testing for Employee Self Service (ESS)
- Completed form development for Manager Self Service (MSS)
- Finalized training delivery schedule and distributed individual course plans to end users
- Initiated program for weekly system orientation sessions with HR Service Center staff

Next steps for the UC Flex HR project include:

- Continue payroll parallel comparison testing for monthly employees and subsequent payroll periods
- Finalize the build and test phase for Manager Self Service
- Continue with workshops and playback meetings to the UC Community on reporting requirements
- Continue with Talent Management blueprint workshops
- Complete next cycle of mock conversions and data validation exercises
- Plan and conduct User Acceptance Testing for central user community
- Conduct HR Business Overview sessions for all HR users

New Terminology

The UC Flex project has a unique “language” of terms and acronyms. Here are some key terms that you may need to know:

Unoccupied Position

An unfilled position in UC Flex with no budget allocated.

Vacant Position

An unfilled position that is currently being recruited for and has a budget allocated.



Go Live Bulletins Begin in June

As the UC Flex team approaches go live, we are ramping up our communications. The UC Flex Monthly Newsletter will be replaced by a series of Go Live Bulletins beginning in June. Be sure to review communications when you receive them, so you can stay current with project news.

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.