UC FLEX NEWSLETTER

#029 (July 7, 2006)

This edition of the newsletter covers the following topics:

- July Walk-In Help Center Schedule
- Get My UCID
- Accessing Instructions for BW is as Easy as 1 2 3
- Summer School Payment Schedule
- Reminder for Salary Leave Administrators and Supervisors: Monthly Timesheets due in CATS
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- Displaying Organizational Management Information in UC Flex
- Tips for Using the New Hire Form
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- May & June Project Status and What's Coming Next
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July Walk-In Help Center Schedule

University Hall - Room 356

Date	7/3/06	7/4/06	7/5/06	7/6/06	7/7/06
Hours	9:30 – 2:00	Holiday	9:30 – 2:00	9:30 – 2:00	9:30 – 2:00

Date	7/10/2006	7/11/2006	7/12/2006	7/13/2006	7/14/2006
Hours	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00

Date	7/17/2006	7/18/2006	7/19/2006	7/20/2006	7/21/2006
Hours	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00

Date	7/24/2006	7/25/2006	7/26/2006	7/27/2006	7/28/2006
Hours	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00	1:00 – 3:30	9:30 – 12:00

Get My UCID

You have probably heard that the university 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. UC Flex is one of the first systems to use the UCID as a unique identifier.

You can get your UCID by visiting the UC Flex website at http://www.uc.edu/ucflex. Click "Get My UCID" on the right navigation panel. You will be prompted to authenticate using the central log in service. From the Get My UCID screen, enter your user name and password to receive your UCID. Additionally, employee pay statements will be printed with the new UCID instead of Social Security Number.

Accessing Instructions for BW is as Easy as 1 2 3

As more information becomes available on HR reports in Business Warehouse (BW), step-by-step instructions and other supporting material will be available to you in two places – the UC Flex Web Site and the UC Flex Training Help Web Site.

Finding these very helpful documents is as easy as 1 2 3!

To access BW Documents on the UC Flex Web Site:

1. Click the following link to access the UC Flex Web Site: http://www.uc.edu/ucflex.
2. Click Documents on the left navigation panel.
3. Scroll down to HR Decentral Reporting.

To access BW Documents on the UC Flex Training Help Web Site:

1. Log on to the UC Flex system by visiting the following link (authorization is required): https://www.ucflex.uc.edu.
2. Click Help in the upper right corner of the window.
3. Click Business Warehouse -> Reference Materials.

Please check back often to get the latest information.

Summer School Payment Schedule

For users who are completing PCRs for summer school payments, please refer to the schedule below to determine when to use a One Time Payment PCR or a Recurring Payments PCR:

Departments will fill out a **One Time Payment PCR** if the employee is:

- Working the first third of summer term or the first half (July 1 through July 31)
- Working the second third and/or last third of summer term or second half (August 1 through August 31)

Departments will fill out a **Recurring Payments PCR** if the employee is:

- Working the first third of summer term and either the second or last third (July 1 through August 31)
- Working first and second half of summer term (July 1 through August 31)

Reminder for Salary Leave Administrators and Salary Leave Supervisors: Monthly Timesheets due in CATS

Salaried absences need to be recorded and approved in CATS at least five working days before monthly payroll processing. For the first few months after go live, Payroll will send an e-mail to remind Salary Leave Administrators and Salary Leave Supervisors of upcoming deadlines.

For the month of July, all absences need to be recorded and approved by July 21.

As a reminder, please record June and July absences during the month of July, so the system can be brought up to date with recorded salaried absences.

Requesting UC Flex Access

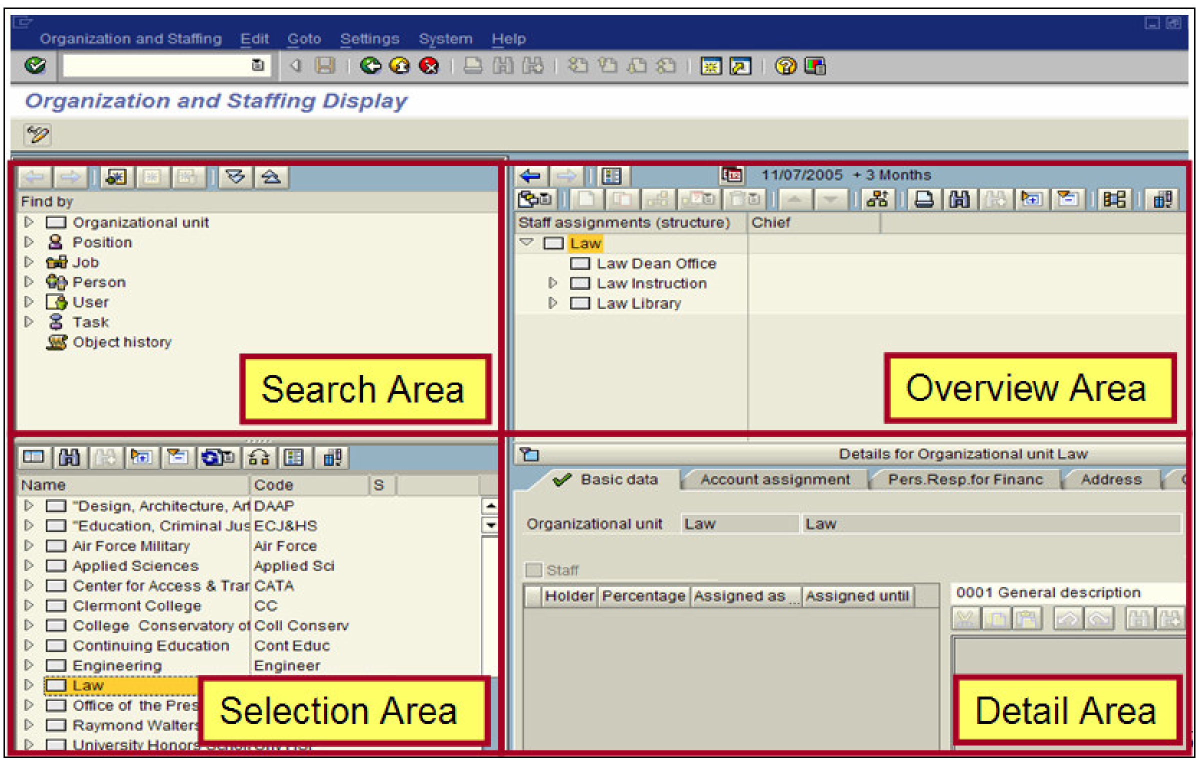
When a new employee is hired or an existing employee moves to a new position, that user may require a change to their individual security role in UC Flex. To request new or changed user roles, Transition Leaders or Business Administrators need to send an e-mail request to ucflexsecure@uc.edu with the phrase “Access Request” in the subject line. In the body of the message, include the name of the user and UC Flex roles requested. In the near future, a form will be available to initiate the user request process. An individual course plan will be produced for the user. System access will be granted once the user has completed the necessary training.

Displaying Organizational Management Information in UC Flex

Do you PPOSE? No, it’s not the latest dance craze or some kind of text message short hand. PPOSE is the transaction code for a powerful function in the new UC Flex system that allows you to display the university’s organizational structure and all the elements included in the structure, including organizational units, positions, jobs and people. You can also use this transaction to find PCR managers and time managers for an employee. And, this is the transaction you will use to find a position number, which is required to complete the new hire form.

Here are a few tips to get you started with PPOSE:

- Use the transaction code PPOSE to access the Organization and Staffing Display screen. Add this transaction code to your UC Flex favorites for easy access next time.
- The screen consists of quadrants. Once you learn how to use each quadrant of the screen, you will be ready to search and select any part of the organizational structure that you want to display. You can display the organizational hierarchy and drill down of each part of the structure to see detailed information.



Search Area: Use the Search Area in the top left of the screen to initiate your search. Do you want to look for organizational units, positions or people? Expand the type of object you want to find, and use the Search Term to enter your search criteria. Remember you can use an asterisk (*) as a wildcard.

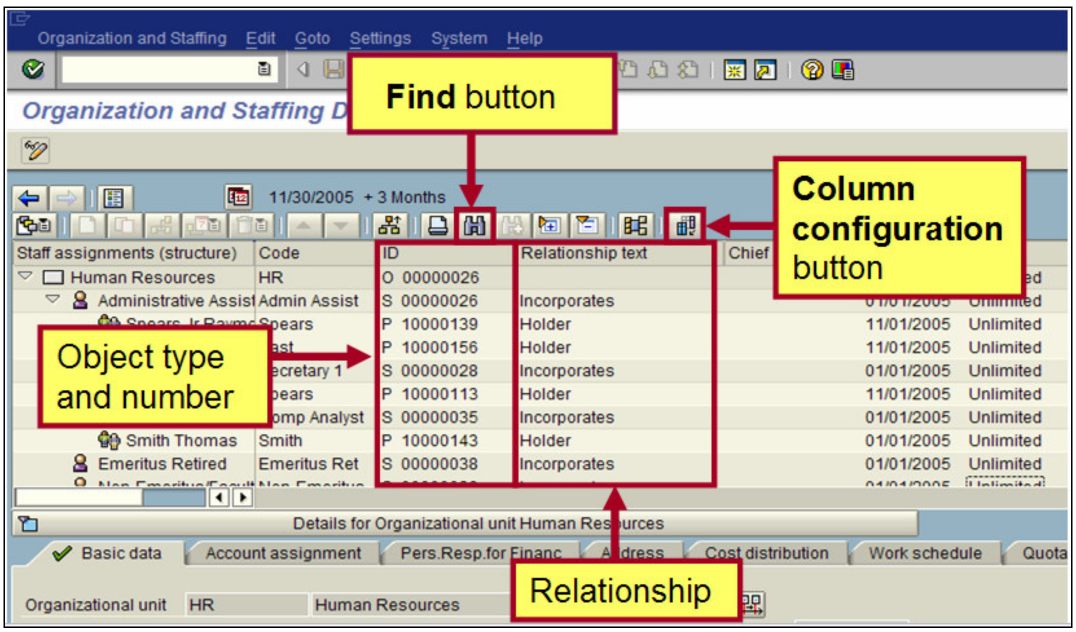
Selection Area: The results of your search are displayed in the Selection Area in the bottom left of the screen. Double-click on a line item to select and display it.

Overview Area: The top right portion of the screen is where you will see the organizational hierarchy you selected. Expand organizational units to see the positions included in them. Expand positions to see the people who hold them.

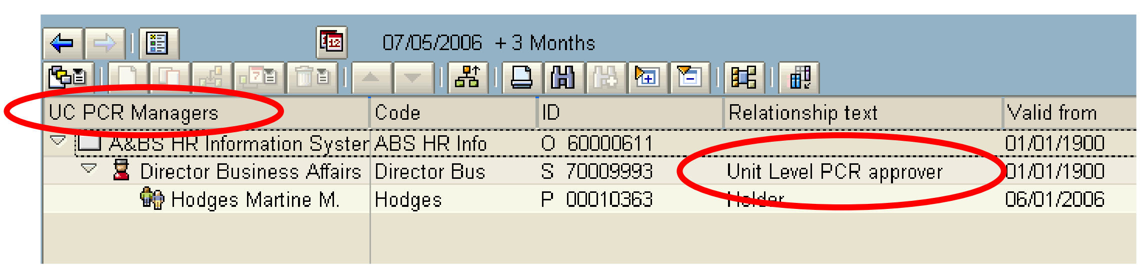
Detail Area: Select an object in the Overview Area to display it in the Detail Area, and use the tabs to navigate through details.

Some tips for using the Overview Area:

- Click the Column configuration button and select all the columns to be added to your display.
- Use the Find button to search for specific text.
- The ID field displays the specific number for an object. For positions, look for object type S.
- Expand pooled positions, like student workers and graduate assistants to see multiple people listed.



The PPOSE transaction also enables you to see PCR managers and time managers for an employee. To see PCR Initiators and Approvers, right-click on the employee's organizational unit and select **Goto -> UC PCR Manager**. The title of the main panel will change to UC PCR Managers. Expand the position to see the name of the person. Look under **Relationship text** to see the specific PCR role of the person. To find the employee's time manager choose **Goto -> UC Time Managers**.



Tips for Using the New Hire Form

If you are not using PeopleAdmin to initiate a new hire, use the New Hire Form available from the HR Web Site at www.hr.uc.edu. The form is to be used for filling any vacant or pooled position, including transfers.

Tips for using the New Hire Form:

- Refer to the **Instructions** tab on the form. It includes helpful guidance on how to process the form, instructions for specific fields on the form and codes to be used when completing the form.
- Include the position number on the form. You can find the position number by using transaction code PPOSE in the UC Flex system. If the position has not been set up in UC Flex, use the Position Requisition Form (For Position Maintenance) to initiate the process of setting up a position.
- For graduate assistants and adjuncts, use the Recurring Payments section to provide pay information.
- For work study positions remember to complete both the Basic Pay Information section and the Recurring Payments section. Use the Basic Pay Information section for the base pay rate, and use the Recurring Payments section for the financial aid portion of the work study student's pay.
- For employees who are not graduate assistants, adjuncts or work study positions, use the Basic Pay Information section only. Do not complete the Recurring Payments sections.
- The Other Documentation Checklist is provided on the form for your own use to track any additional documents used for the hire process.

Your Questions Answered

Q: Can users with the Decentral HR View role see private information for employees across the university?

A: No. Users with the decentral HR View role can see information for employees across the entire university, but they cannot access private employee information. The employee information that is accessible in the UC Flex system for users with the Decentral HR View role is considered public record. Private information, such as Social Security Number, and bank details is not accessible. Also, this information is accessed only by authorized users who have signed their acceptance of University Rule 3361:10-17-04 Conduct of Ethics: Use of University Resources, particularly the responsible use of information policy. The guidelines surrounding access to employee information are consistent with how employee information was accessed in our legacy system – there has been no change due to the implementation of UC Flex.

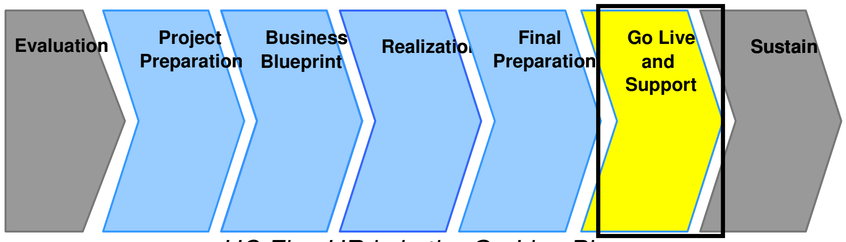
Q: What is the process for initiating an employee's change of address?

A: Use the Address Change Request Form, available on the HR Web Site. Visit https://www.hr.uc.edu/testforms/default.asp to find this and many other HR related forms. In the future, benefits-eligible employees will have the option to update their own address using Employee Self Service (ESS).

Q: If an employee has multiple positions, how do they change their check location to receive their check at different location?

A: The employee's manager should use the Personal Data Form (PDF), available on the HR Web Site (https://www.hr.uc.edu/testforms/default.asp) to request a change to the employee's check location.

May & June Project Update and What's Coming Next



UC Flex HR is in the Go Live Phase

Key activities and accomplishments for May and June include:

- Completed user acceptance testing for decentral users for Manager Self Service (PCRs and Workflow)
- Completed a second cycle of mock conversions in the Quality Assurance client
- Finalized new central and decentral business processes related to organization and position management
- Prepared technical environment to support training and cutover
- Completed three cycles of payroll parallel testing for bi-weekly and monthly employees
- Delivered all HR end user training classes
- Completed the series of UC Flex road shows
- Organized a go-live user support structure and process
- Published more frequent and focused communications
- Produced BW validation reports for HR data in Production
- Conducted a reporting workshop for decentral users and produced work instructions for decentral reports
- Executed cut-over plan and went into Production
- Implemented Manager Self Service (PCRs) and Workflow

Next steps for the UC Flex HR project include:

- Continue to provide post-implementation support for central and decentral user communities
- Conduct final user acceptance tests for interfaces
- Run payroll for bi-weekly and monthly employees in UC Flex and pay them accurately on 7/11 and 7/31
- Continue with Talent Management blueprint workshops
- Prepare and deliver an ongoing schedule of UC Flex training courses to sustain FI and HR end users
- Monitor the user help services process and quickly make any necessary adjustments
- Continue to follow UC Flex communication plan
- Prepare for position budgeting integration testing

Project Contact Information

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

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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 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.