

## UC FLEX NEWSLETTER

#030 (August 4, 2006)

This edition of the newsletter covers the following topics:

- August Walk-In Help Center Schedule
- PCR Updates
- Training Update
- Frequently Asked Questions and Handouts Available on UC Flex Website
- July Project Status and What's Coming Next
- Project Contact Information

### August Walk-In Help Center Schedule

University Hall - Room 356

Date	7/31/06	8/1/06	8/2/06	8/3/06	8/4/06
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	8/7/2006	8/8/2006	8/9/2006	8/10/2006	8/11/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	8/14/2006	8/15/2006	8/16/2006	8/17/2006	8/18/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	8/21/2006	8/22/2006	8/23/2006	8/24/2006	8/25/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	8/28/2006	8/29/2006	8/30/2006	8/31/2006	9/1/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	NOT OPEN

### PCR Updates

#### Using PCRs to Set Up TWL Supplement

You can now use Personnel Change Requests (PCRs) in the UC Flex system to set up TWL supplements for hourly employees. There are two types of TWL supplements:

- **TWL – All Hours** is used for employees who should be paid according to their union contract, or UC policy for unrepresented employees, for hours worked in a higher position. This TWL wage type is the same as that used in the HRMS legacy system with the only difference being that the UC Flex system will determine the hours to be paid at the TWL rate based on the hours reported in Kronos. Kronos timekeepers will no longer be required to enter TWL in Kronos for these employees.
- **TWL – Partial Hours** is used for an employee who should only be paid TWL for the hours actually worked in a higher position. This wage type is used by the Utilities organizational unit while an employee fills the Lead Supervisor position during the supervisor's absence. These hours may vary week to week, requiring the Kronos timekeeper to enter the TWL hours in Kronos. Pointing in Kronos is not required.

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**Step 1**

PCR Initiator creates a Recurring Payment PCR for the employee, as follows:

Select the appropriate reason code, as follows, and enter the hourly TWL pay rate.

- To pay the TWL supplement for all the employee's hours, select the reason code TWL – All Hours
- To pay the TWL supplement for some of the employee's hours, based on timekeeper's entry, select the reason code TWL – Partial Hours

Copy and paste the Additional Payment Worksheet into the comments section of the PCR.

**Step 2**

The PCR is routed for approval, based on the defined workflow for the employee type.

**Step 3**

The approved PCR is received by the HR Service Center and the appropriate wage type is set up for the employee based on the reason code and rate entered on the PCR.

**Step 4**

Employees with TWL – All Hours will receive the supplement for all hours recorded in Kronos.

Employees with TWL – Partial Hours will receive the supplement only for the hours designated in Kronos by the timekeeper as TWL.

**Moving Expenses**

A new reason code has been added to the one-time payment PCR for moving expenses.

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## Training Update

UC Flex training is shifting gears from implementation to sustain. After delivering 150 classes with over 650 participants, the project is shifting into sustain mode. This means that courses will be offered once or twice each month to train new users. The [Training Opportunities Website](#) has been updated with August classes.

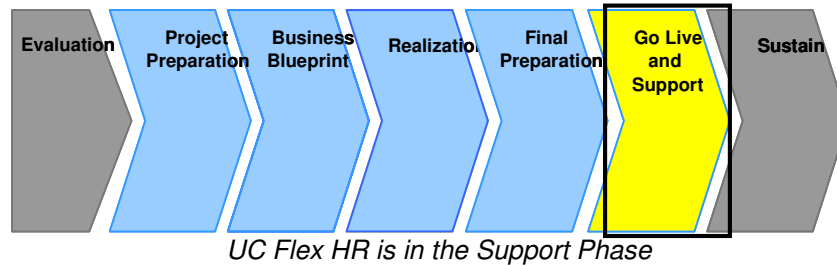
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## Frequently Asked Questions and Handouts Available on UC Flex Website

At UC Flex, we receive questions from users every day. Questions come via the Walk-In Center, our UC Flex e-mail account, training class participants, and phone calls. When we see the same question several times, these become frequently asked questions or FAQs, which are featured on the UC Flex Website. To see if your question is answered here, visit the website today and click Communications and select Human Resources FAQs ([http://www.uc.edu/ucflex/hr\\_faqs.asp](http://www.uc.edu/ucflex/hr_faqs.asp)).

In addition to FAQs you can also find a variety of "how to" handouts, which provide illustrated step-by-step instructions for common tasks. Look for these on the Documents page: <http://www.uc.edu/ucflex/documents.asp>.

## July Project Update and What's Coming Next



### Key activities and accomplishments for July include:

- Issued the first off cycle, bi-weekly and monthly pay checks
- Rolled out MSS (PCRs) and workflow
- Interfaced processing for KRONOS, UniverSIS, STRS, City Retirement, Parking and Bookstore
- Implemented UCID in UC Flex HR
- Prepared and delivered an ongoing schedule of UC Flex Training courses to sustain FI and HR end users
- Assigned Security roles and groups to 575 user accounts authorized for HR-Payroll Go Live

### Next steps for the UC Flex HR project include:

- Finalize and begin executing an ESS rollout plan
- Continue to fine tune the New Hire process
- Process an accurate payroll for the next bi-weekly and monthly payrolls
- Continue to support the ongoing series of Reporting Workshops for end users
- Continue work on the Humana interface (updates are currently being sent manually)
- Complete outstanding interface work for monthly interfaces
- Continue to work with the internal interface requirements for Facilities Management, EH&S, etc.
- Complete the interfaces for COEUS support
- Execute the Development knowledge transfer plan to include MSS, HR and some FI components
- Continue supporting Go-Live User Help Services

## Project Contact Information

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



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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](http://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](http://www.uc.edu/ucflex/email_list.asp).