

UC FLEX NEWSLETTER

#031 (September 8, 2006)

This edition of the newsletter covers the following topics:

- September Walk-In Help Center Schedule
- Your Questions Answered – Identification Numbers in UC Flex
- Using PCR Status Reports
- Back to the Future – Understanding Effective Dates in UC Flex
- Trouble-Shooting Printer Problems
- Updated Personal Data Form (PDF)
- Formatting Tip for BW Users
- August Project Update and What's Coming Next
- Project Contact Information

September Walk-In Help Center Schedule

University Hall - Room 356

Date	9/4/2006	9/5/2006	9/6/2006	9/7/2006	9/8/2006
Hours	HOLIDAY	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	9/11/06	9/12/2006	9/13/2006	9/14/2006	9/15/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	9/18/2006	9/19/2006	9/20/2006	9/21/2006	9/22/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30
Date	9/25/2006	9/26/2006	9/27/2006	9/28/2006	9/29/2006
Hours	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30	1:00 – 3:00	9:30 – 11:30

Your Questions Answered – Identification Numbers in UC Flex

Q: What is the difference between the UCID and the personnel assignment number?

A: The UCID is a unique identifying number for all UC students and employees which is assigned by the university's identity management system. The UCID is sometimes called the "M number" because it 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.

When a new employee is hired in the UC Flex system, a nightly computer interface to the identity management system checks to see if the employee has an existing UCID and if not, a new number is assigned. In the UC Flex system, the UCID is the Person ID field.

The Personnel Assignment number is a unique number in UC Flex to identify the relationship between an

(continued)

employee and the position or assignment they hold. Employees who have more than one assignment have a personnel assignment number for each position they hold. When an employee moves from one position to another, they will have a new personnel assignment number. For hourly employees, the Personnel Assignment number is also used as the Kronos ID number. In UC Flex, the Personnel Assignment number occasionally appears in fields that have different labels, including Personnel Number and Employee Number.

Tip: In PA20, when the Pers. Assgn field is white, the employee has multiple personnel assignments. You can click on the drop-down menu to review all personnel assignments.

Using PCR Status Reports

A report is available to assist in managing and tracking PCRs. To access the report, select Maintain HR Tab > Reports > PCR Status.

The report can be run using any combination of the following criteria:

- Created by
- Notification Number (Confirmation number)
- UC PCR Status
- PCR Type
- Personnel Number
- PCR Creation Date
- Completion Date

Back to the Future – Understanding Effective Dates in UC Flex

UC Flex transactions have effective dates to define the period of validity for each record. This means that every transaction has a start date and an end date. Typically, when a record is created, the start date is today's date and the end date is 12/31/9999. The purpose of effective dates in the UC Flex system is to maintain a historical record of system activity. When a record is changed, the existing end date of 12/31/9999 is "delimited," or reset to the new effective end date, which creates a historical record.

Transactions can be entered with effective start dates in the future, and the system will activate future-dated changes when appropriate. Also, transactions can be entered with effective dates in the past for retroactive changes.

When displaying information in UC Flex, it's important to keep effective dates in mind. For example, in PA20 if you use the Object Manager in the left panel to search for an employee, the search results will only show current active records. This means that the search will not return employees who are separated or who have a future-dated hire. On the other hand, if you use PA20 without the Object Manager in the left panel, your search results will return all employees, regardless of validity dates.

When using PPOSE for Organization and Staffing Display, future-dated actions are indicated by upward and downward pointing arrows in the left margin of the hierarchical structure. If an employee is moving from one position to another on a future date, the employee will appear in both positions, and the upward pointing arrow indicates which position the employee is leaving, while the downward pointing arrow indicates which position the employee is moving into.

Trouble-Shooting Printer Problems

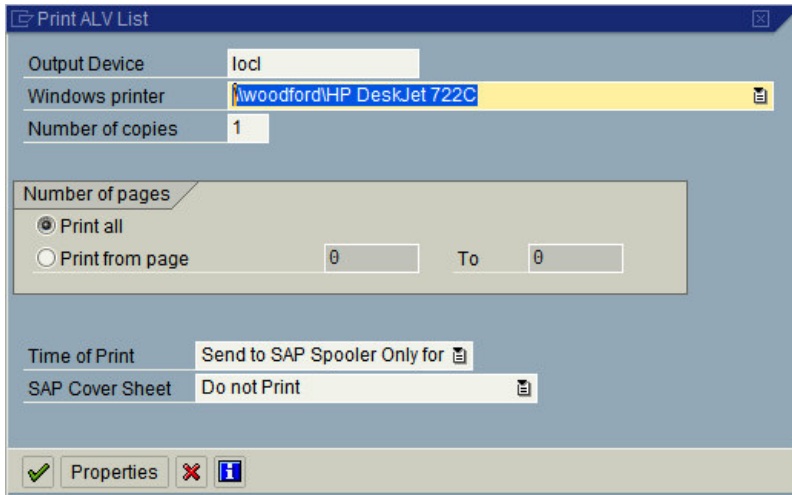
Recently, a user reported a printer problem, which the UC Flex team researched and resolved. Read on to learn if this solution may be helpful for you.

Question: I just tried to print a report from PPOSE, and I received the following error message, "Warning – System cannot print the last 24 columns of the report." What's the fix?

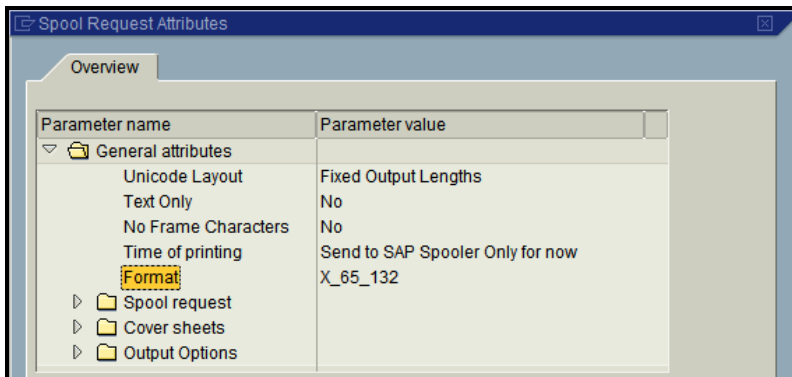
Response: In the project team, we've had this same message when trying to print reports from time to time. Sometimes you can simply click the Green Checkmark icon and omit the last few characters. If that doesn't work, you need to increase the width of the selected printer. While, specific step-by-step instructions will vary, depending on your particular printer and network configuration, the instructions below apply to a common printer set up.

How to increase the width of the selected printer:

1. To modify the printer, select the printer and click the Properties button.



2. Under General Attributes, double-click Format. The format attributes appear.



3. Select the Format dropdown list, and choose a wider printer, for example X_64_132. If desired, select the Show Selected Print Parameters on Initial Screen checkbox.
4. Save your changes to the Printer Properties. Return to the print list and print again.

Updated Personal Data Form (PDF)

The Personal Data Form (PDF) has been updated to include the UCID, rather than Social Security number. The purpose of this change is to help safeguard employee's personal information. Use the PDF to maintain current personal data on an individual employee. You can access the form from the HR forms website:

<https://www.hr.uc.edu/testforms/default.asp>.

The online version of the PDF has been made available for your convenience in submitting your information. Please use this form to submit a change in name, education, or address. Updates to an employee's record may be made as often as necessary. Please note that changes can be verified in UC Flex by viewing PA20.

Don't know your UCID? Your UCID is printed on your pay statement. You can also get your UCID online by visiting the UC Flex website at <http://www.uc.edu/ucflex>. Click "Get My UCID" on the right navigation panel. You will be

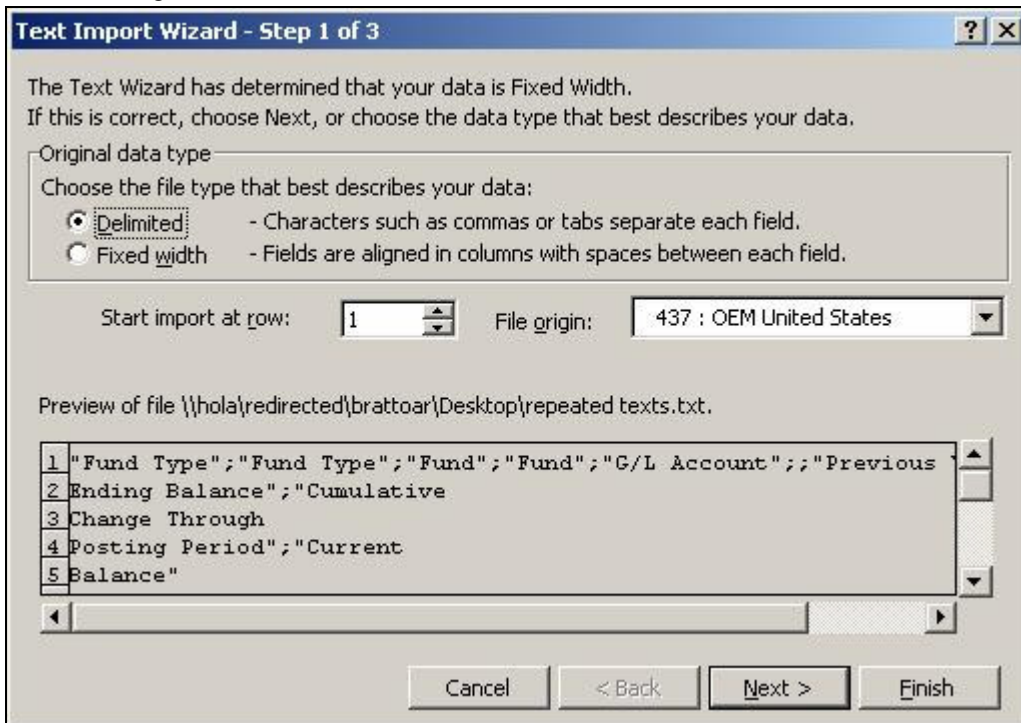
prompted to authenticate using the central log in service. From the Get My UCID screen, enter your user name and password to receive your UCID.

Formatting Tip for BW Users

A number of users have asked how to display repeated text on every line when downloading a BW report so that they are able to use the sort feature.

How to display repeated text on each line in a BW Report:

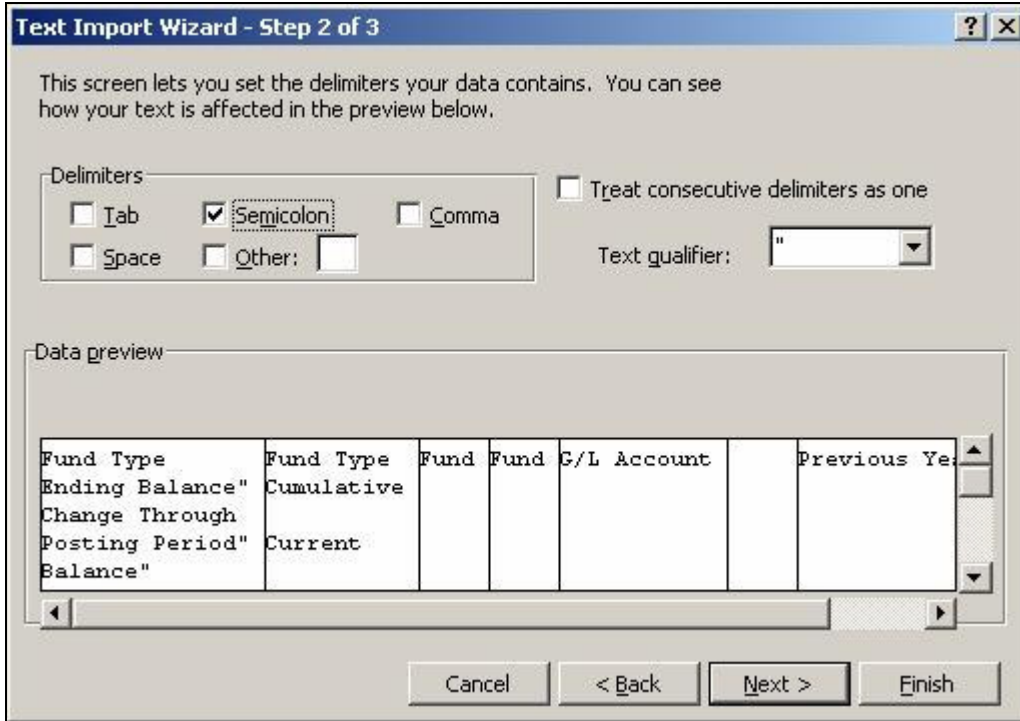
1. Right click on a column heading. From the popup menu, choose "Export As\CSV file".
2. When saving the file, on the file name line, the system will default a ".csv" file extension. Change this to ".txt". On the file type line, select "All Files". Using the ".txt" extension will ensure that Excel uses the text import wizard when you open the file.
3. Open Microsoft Excel. Use the /File/Open dialog to open the file. You will get the following Text Import Wizard dialog box.



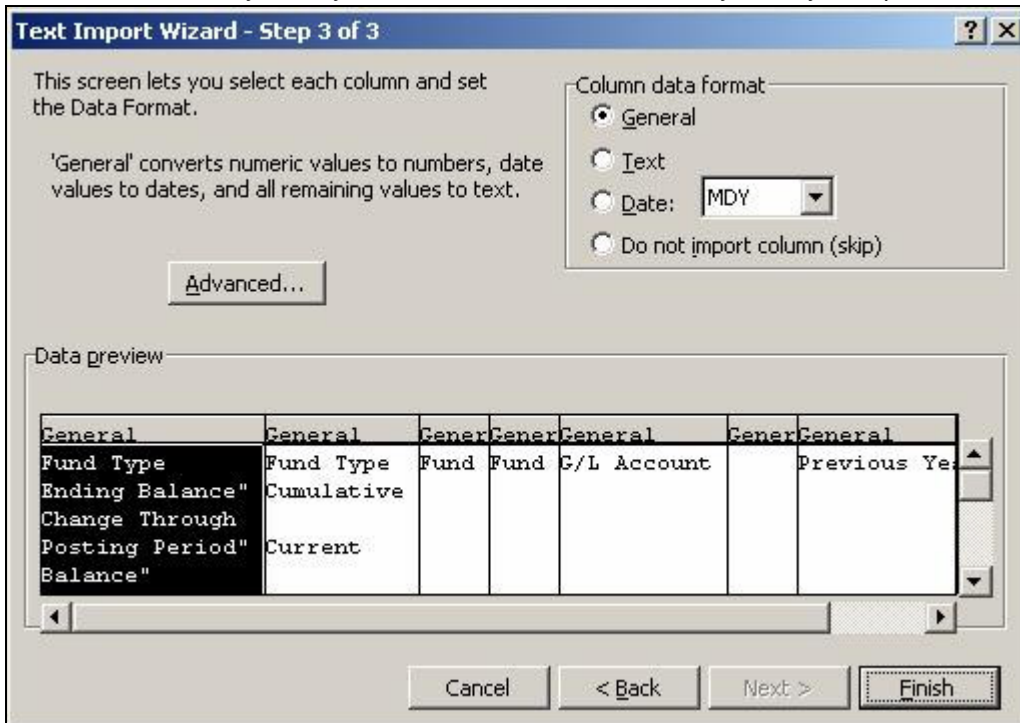
4. Check the "Delimited" radio button at the upper left, and click on the "Next" button.

(continued)

5. In this example, the "csv" file created is actually semi-colon delimited. This is determined by the user's individual Windows setting. Check your file to determine what your delimiter is. The above dialog box displays the delimiters in the Preview pane. In this case, select the "Semicolon" box and click the "Next" button.

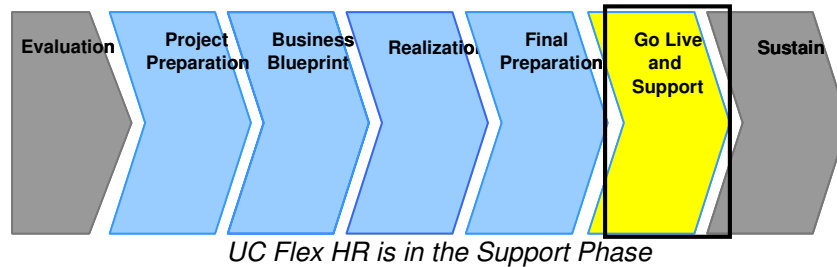


6. On the next screen, you may set data formats if desired, but you may accept defaults.



7. Click the "Finish" button. The Excel file will display repeated texts.

August Project Update and What's Coming Next



Key activities and accomplishments for July include:

- Continued to issue off cycle checks
- Successfully completed bi-weekly and monthly payroll processing
- Completed user acceptance testing for Employee Self Service and initiated pilot for University Hall users
- Developed Employee Self Service communication plan
- Prepared and delivered ongoing UC Flex training courses to sustain FI and support HR end users
- Delivered August Reporting Workshop for end users
- Developed a series of 16 Business Warehouse reports to meet critical decentral reporting requirements

Next steps for the UC Flex HR project include:

- Create and execute detailed cut-over plan for Employee Self Service
- Continue to fine-tune HR business processes, including new hire process
- Process accurate payroll for upcoming bi-weekly and monthly cycles
- Continue to support ongoing reporting workshops for end users
- Deliver UC Flex HR and Financials end user training
- Complete outstanding interface work for all outstanding interfaces
- Execute the development knowledge transfer plan to include MSS, HR and some FI components
- Continue supporting go-live user help services
- Investigate development of additional Business Warehouse reports for Position Budgeting & Control and for annual financial statement

Project Contact Information



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

Dennis Yockey, UC Flex Functional Program Manager
E-mail: dennis.yockey@uc.edu
Telephone: x65003

Jim Lewis, UC Flex Technical Program Manager
E-mail: james.lewis@uc.edu
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.