

RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of August 3, 2006

FIRST FACULTY & PENSION PAYROLLS IN NEW HR/PAYROLL SYSTEM – SUCCESSFUL!

EVENTS THAT OCCURRED DURING THE WEEK OF JULY 31

- July 31 – First Faculty Payroll in New HR/Payroll System
- July 31 – Second Semi-Monthly Payroll in New HR/Payroll System
- August 1 – First Pension Payroll in New HR/Payroll System

HR/PAYROLL & TIMEKEEPING TOPICS COVERED IN THIS EMAIL

- Last Weekly Go Live Communication
- Communication Throughout Your Campus Unit
- First Faculty and Pension Payrolls in New HR/Payroll System Successful
- Information Resources
- Online Tutorials

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://renovare.nd.edu/documents/August3headline.pdf>

LAST WEEKLY GO LIVE COMMUNICATION

Headline-oriented emails highlighting key events and implementation activities related to the new HR/Payroll and the upgraded Timekeeping systems have been electronically distributed since early June. With the successful implementation of all payrolls in the new HR/Payroll system as of August 1st, this August 3rd issue will be the last weekly communication. Going forward, additional detailed information will be provided to the addressees of this email forum on an as-needed basis.

COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

This email is sent specifically to the University's senior administrators (University Officers, Executive Assistants to University Officers and Officer Assistants; Deans, Associate Deans, Assistant Deans and Department Chairs/Heads; Directors and Business Managers.)

In order to coordinate activities for your Campus Unit, you will want to communicate the information provided here to others. Please forward this email to those within your Campus Unit:

- Who recruit, hire, manage and/or pay employees, and/or
- Who report and/or approve time for employees.

FIRST FACULTY AND PENSION PAYROLLS SUCCESSFUL IN NEW SYSTEM SUCCESSFUL

The first faculty payroll in the new HR/Payroll system occurred on July 31st. The first pension payroll occurred on August 1st. Both payrolls occurred successfully, with only a small number of questions and issues being raised and addressed.

INFORMATION RESOURCES

Payroll: August 1st was the deadline for forms to be submitted to Human Resources, Student Employment, or Provost Office in time for inclusion on the August 15th payroll. Further information on this and a variety of other topics, including earnings statement descriptions, can be found at: <http://controller.nd.edu/about-us/payroll-services.shtml>. For payroll-related Frequently Asked Questions, visit <http://controller.nd.edu/about-us/PayrollFAQs.shtml>.

Human Resources: The University's HR Office operates an HR Call Center: "askHR", askhr@nd.edu, 631-5900. "askHR" is staffed with individuals trained to respond to phoned, faxed and emailed questions on a broad variety of HR topics, including those related to the new HR/Payroll system.

Other: In addition to the above, the Controller's, Provost, Budget, Student Employment and Graduate School offices have identified key staff in their areas to respond to questions and address issues. A list of questions and staff by office is available at: http://renovare.nd.edu/hrpayroll/documents/contact_list.pdf

ONLINE TUTORIALS

Tutorials for a number of HR/Payroll-related topics are available online.

Employee Access to Personal and Payroll Information Tutorials

- Viewing Your Online Payroll Statement after July 5, 2006 (Length: 2min 15sec): http://renovare.nd.edu/tutorials/pay_info.htm
- Using Paper Time Cards (Length: 3min 04sec): http://renovare.nd.edu/tutorials/paper_timecards.htm
- Viewing Your Personal Information after July 5, 2006 (Length: 1min): http://renovare.nd.edu/tutorials/personal_info.htm
- Viewing Your Tax Elections after July 5, 2006: (Length: 1min): http://renovare.nd.edu/tutorials/tax_elections.htm
- Viewing Your Sick and Vacation Leave Balances (Length: 1min 30sec) http://renovare.nd.edu/tutorials/leave_balances.htm
- Viewing your Current Benefit Elections (Length: 1min 45sec) http://renovare.nd.edu/tutorials/current_benefit_elections.htm

Faculty, Staff, and Student Employee Forms Tutorials

- Staff Personnel Action Form (PAF) (Length: 4min 05sec) http://renovare.nd.edu/tutorials/staff_paf.htm
- Faculty Personnel Action Form (PAF) (Length: 4min 40sec) http://renovare.nd.edu/tutorials/faculty_paf.htm
- Student Personnel Action Form (PAF) (Length: 6min 50sec) http://renovare.nd.edu/tutorials/student_paf.htm
- Labor Distribution Change Form (Length: 1min 45sec) http://renovare.nd.edu/tutorials/labor_distribution.htm
- Faculty/Staff Additional Pay for Services Form (Length: 2min 10sec) http://renovare.nd.edu/tutorials/faculty_staff_add_pay.htm

- Non-Employee Payment for Services Form (Length 2min 40sec)
http://renovare.nd.edu/tutorials/non_employee_payment.htm
- Leave of Absence Form (Length 2min 10sec)
http://renovare.nd.edu/tutorials/loa_form.htm
- Separation Form (Length 1min 55sec)
http://renovare.nd.edu/tutorials/separation_form.htm

Thank you for your significant contribution to the successful implementation of the new HR/Payroll system.

Yours in Notre Dame,

Sarah Misener
Director Shared Services, Office of Human Resources
(Email: misener.1@nd.edu, Phone : 631-2716)

Paul VanDieren
Assistant Controller-Payment Services, Office of the Controller
(Email: vandieren.2@nd.edu, Phone: 631-7996)

Nancy Horvath
Business Manager, Office of the Provost
(Email: Nancy.E.Horvath.23@nd.edu, Phone: 631-5659)

Linda Kroll
Director, Budgeting & Planning
(Email: kroll.4@nd.edu, Phone: 631-9135)