

**HR/PR CONNECT –  
Newsletter for Senior Administration  
March 2006 – 3<sup>rd</sup> Edition**

**HR/PR Connect**

*This is the 3rd Edition of HR/PR Connect, a newsletter sent to members of the University's Senior Administration\*. It is part of the University's effort to keep you informed of changes that your college or department may experience as a result of the HR/Payroll system*

*Since the HR/Payroll system will affect most, if not all, Notre Dame faculty, staff and student employees, knowledge of upcoming changes and their potential impact on campus is important. HR/PR Connect will provide pertinent information regarding the system implementation and provide a vehicle for you, as a University leader, to:*

- *Communicate among yourselves and with the Renovare project leadership;*
- *Convey consistent messages on a regular basis to the individuals and departments you manage;*
- *Respond to individual questions as they are brought to you from members of the University Community*

*In addition to HR/PR Connect, you may receive information similar to that contained in this newsletter from other sources. Renovare team members will also communicate with people in your departments through the HR/Payroll Go-Live activities.*

**Key Points for Communications**

The information that follows provides key messages for you to share with your staff. (Details can be found in the "Changes you can expect" section of this newsletter.)

- **Position Management and the Budget Development Process:** The budget development process is largely done for the 2006-2007 fiscal year. Business managers and budget administrators received their budget preparation training in early February.
- **Employee Status Form:** The University will be engaging in a structured approach for replacing the current status form and its associated processes.
- **Timekeeping:** The current timekeeping system is being upgraded to a new version. Additionally, users of paper timecards will use a new timesheet form on July 1, 2006.

\* Senior Administration includes Deans, Associate Deans, Assistant Deans, Department Chairs/Heads, Directors, Executive Assistants to University Officers, Officer Assistants and Business Managers.

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## **Benefits of the HR/Payroll System Implementation**

Some of the benefits campus units can expect from the HR/Payroll system include:

- Clarity and consistency in positions available within the University and how these positions are defined.
- New forms that can be accessed and updated electronically, eliminating the need for typewriters. (Forms will still be printed and sent via campus mail.)
- On-line access to earnings statements, W4 information, direct deposit accounts, personal information, etc.
- Single HR/Payroll system and database for all employees.

## **Changes you can expect**

**Anticipating change:** As with previous system rollouts, campus units should anticipate general changes in the HR/Payroll systems, such as:

- What they *see* in the systems will change.
- What they *do* in the systems will change.
- What is *available* in the systems will change.

Prior to go-live and after go-live, the campus units will learn the capabilities of the new system. They will gain an understanding of the specific changes in how they will do business and use the HR/Payroll systems.

**Specific changes:** The HR/Payroll system has been designed and continues to be tested over the coming months. As the Renovare team learns the details of the new system's capabilities, we will better understand the impact to campus units. In general, campus representatives and employees may see changes in the following:

- **Position Management and the Budget Development Process:** The budget development process for fiscal year 2006-07 is largely complete. During the first two weeks in February, business managers and budget administrators received their budget preparation training. As part of this training, participants received a high level overview of position management, as it applies to funding sources, to assist them in preparing department budgets.
- **Employee Management:** In consultation with University leadership and campus department representatives, we have selected a structured approach for replacing the current status form activities and associated processes for the central offices and campus departments. This structured approach is detailed below.

*July 1, 2006:* Beginning July 1, the University's central offices (some or all of Human Resources, Payroll, Provost's Office, Student Employment, and Research and Sponsored Programs Accounting (RSPA)) will use the HR/Payroll system's electronic workflow for activities such as new hires, rehires, employee data changes, labor distribution and separations. Simultaneously, the employee status form currently used by campus departments will be replaced with a set of activity-specific forms that will be downloadable.

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Additionally, important aspects of the annual faculty roll process, specifically for those faculty with only salary changes, will be accomplished electronically through the budget development process, reducing the need for the use of status forms for many faculty during the faculty roll.

*Post-July 1, 2006:* There is a compelling and shared desire for making electronic workflow available to campus departments at some point after the initial July 1 implementation of the HR/Payroll system. In ongoing consultation with campus department representatives, the Core Team will map and analyze campus departments' access/security, data visibility, and process requirements to the HR/Payroll system's capabilities. These actions will help determine our ability to extend access to HR/Payroll electronic workflow beyond the University's central offices.

- **Timekeeping:** The current timekeeping system is being replaced with a new timekeeping system (from the same vendor). In late June, 2006, all hourly employees (full-time, part-time, on-calls, temps and hourly students) and their supervisors who are currently using the UltraTime timekeeping system will upgrade to the new version. Those hourly employees who use paper timecards as of July 1, will use a new timesheet form. Training on this new form for both supervisors and employees will be available in May and June.

### **How campus units and individuals are being prepared for this change**

- **Group Update and Work Session II Launch Sessions:** In early-March, group sessions were held to update department main contacts on the HR/Payroll system activities. These meetings were similar to those in which main contacts participated last fall. These sessions addressed:
  - Current overview and timeline for HR/Payroll system project
  - How data gathered in Work Session I has been used
  - Key questions regarding incorporating HR/Payroll system implementation into routine and ongoing business activities
  - Launch of Work Session II activities with campus departments
- **HR/Payroll System Training:** Training on the new HR/Payroll processes and forms will take place during the months of May and June. Training will be hands-on and applied; specific to certain HR, payroll and timekeeping activities. While some training will take place in classroom settings, other training will be provided through electronic tutorials. Go-Live Partners will work with departments in Work Session II to determine who in the department needs to participate in what training based on their day-to-day roles and activities. Upon completion of formal training in June, a sandbox environment will be available for experimenting and practicing prior to Go-Live.
- **Future HR/PR Connect Newsletters:** Upcoming editions of the *HR/PR Connect* newsletter will focus on preparing you for the HR/Payroll Go-Live on July 1. The newsletters will address common questions, activities you should be aware of, and other information that you need to know to prepare yourself and your department.

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### **Upcoming Events**

Listed below are some of the HR/Payroll go-live events that are occurring over the next few months:

- **March**– Group Update and Work Session #2
- **May/June** – HR/Payroll Training

### **Feedback for *HR/PR Connect* Editors**

If you have any feedback for the editors of *HR/PR Connect* for future issues, please send email to [connect@nd.edu](mailto:connect@nd.edu)