

HR/PR CONNECT
Newsletter for Senior Administration
May 2006 – 4th Edition

Introduction

***HR/PR Connect:** This is the 4th 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 project within the Renovare project.*

HR/Payroll Connect supports the broader communications process for the new HR/Payroll system. It provides a vehicle for you, as a University leader, to:

- *Communicate among yourselves and with the HR/Payroll system 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 be communicating with people in your departments through the HR/Payroll Go Live activities.

Focus: You may notice that this Newsletter has a different format than previous issues. As we approach Go Live of the new HR/Payroll system on July 5, 2006, we want to highlight and focus on:

- **System Availability:** the schedule of administrative systems availability during conversion from legacy (HP) to new (Banner) HR/Payroll system.
- **Drive-to-Go Live:** those activities and tasks that will take place between mid-May and Go Live on July 5th.
- **Changes in Business Practices:** those major HR- and Payroll-related business practices conducted by the campus that are changing with the introduction of the new HR/Payroll system.
- **Calendar of Activities:** an accompanying calendar that reflects the schedule of notable activities related to the implementation of the HR/Payroll system for the months of May, June and July.

Drive-to-Go Live Email: This May HR/Payroll Connect is the last edition in a series of four newsletters. Starting in June 2006, Drive-to-Go Live emails will provide periodic communications with senior administration and other stakeholders as to the status and activities of the HR/Payroll system. The Drive-to-Go Live emails will take the place of any future HR/Payroll Connect newsletters. Please use the Drive-to-Go Live emails to facilitate successful communication about and implementation of the HR/Payroll system up to and during the scheduled Go Live on July 5, 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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System Availability

The following is the schedule of HR/Payroll system availability as the University converts from conducting its administrative functions on the legacy HR/Payroll system (HP) to the new HR/Payroll system (Banner), as of July 5, 2006. Please plan your HR and Payroll business activities accordingly.

(“Central Offices” includes: HR, Controller’s Office (Payroll, other departments), Budget Office, Provost’s Office, Student Employment and Graduate School.)

On June 30th at 5pm

On June 30th at 5 pm, the **Central Offices will no longer be able to enter data into the following legacy systems (HP):**

- **Human Resources**
- **Payroll**
- **Provost**
- **Risk Management**
- **Student Employment**

Campus departments may continue using the current, legacy HR/Payroll system (HP) related forms as business necessities through end-of-business on July 3rd (July 4th is a business holiday.). For those activities and transactions that can wait, campus departments can access the forms that accompany the new HR/Payroll system (Banner) via insideND on July 5th at 8 am.

From July 1st at 6 am through July 5th at 8 am

On July 1st at 6 am continuing through July 5th at 8 am, **all users of the University’s administrative systems will not be able to access or use the following insideND links:**

- **Student Services Administration**
- **Finance System - Transactions**
- **Finance System – Queries**
- **Standard Reports**
- **buyND**
- **Student Processing Services**
- **Administrative Systems**
- **Banner – Recruitment and Admissions**

In addition, insideND links to other administrative information will not be available during this time. Users will continue to have access to insideND links that are not associated with these administrative information functions.

On July 5th at 8 am

On July 5th at 8 am, insideND will be available so that:

- **Central Offices will be able to access the new HR/Payroll system** (Banner) via insideND.
- **Campus Departments will have access to the forms** that accompany the new HR/Payroll system via insideND.
- **All users will have access to all other of the University’s administrative systems and information functions** available via insideND.

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Drive-to-Go Live

With the start of parallel in mid-April, the HR/Payroll system project began its focused work effort, known as Drive-to-Go Live, for the Go Live date of July 5, 2006.

(“Central Offices” includes: HR, Controller’s Office (Payroll, other departments), Budget Office, Provost’s Office, Student Employment and Graduate School.)

System Readiness:

- **Move and Conversion Rehearsal:** Conducting dry-run of move to production, along with conversion of totals and balances, in new HR system.
- **Self Service:** Completing HR/Payroll self service look and feel.
- **insideND:** Finalizing and configuring structure and set-up of insideND to incorporate links to new HR/Payroll system.
- **Interfaces:** Accelerating approach to complete testing and validation of interfaces.
- **Reporting:** Completing SWAT approach to generate HR/Payroll-related priority reports for Go Live.
- **Ultratime:** Completing limited testing of timekeeping function in parallel environment.

Central Office Readiness:

- **Dual Entry of Transactions during Parallel:** Dually entering transactions into new and existing HR/PR systems.
- **Testing New Business Processes during Parallel:** Learning, testing and refining new business processes in parallel environment prior to July 5th Go Live.
- **HR Call Center:** HR implementing HR Call Center (‘askHR’) in June in anticipation of Go Live of new HR system. *(Call Center to be staffed with individuals trained to respond to phoned, faxed and emailed questions on broad variety of HR topics, including new HR system. Look for more details through HR communications and NDWorks in late-May and throughout June.)*

Campus Readiness:

To further ready the campus for Go Live, the project will accomplish the following throughout the remainder of May and June.

- **Position and Pay Validation with Campus:** Using converted data with campus departments to: validate and verify pay and labor distributions; verify correctness of amounts people will be paid and accounts being charged; validate position structure, title information and other aspects of Job and Position.
- **Staff Compensation Statements:** Generating and distributing Staff Compensation statements in June, providing another level of accuracy review for staff and administrators.
- **Executive Go-Live Launch Letter to Faculty and Staff:** Prior to launch of campus training in June, senior executives will distribute electronic communication to all faculty and staff during week of May 22.
- **Campus Update Sessions for Main Contacts:** During week of May 22, sessions scheduled for update on training and Go Live.
- **HR/Payroll Training Pilot:** Conducting training campus representatives during week of May 22.
- **Employee Communication on Pay and Personal Information:** Communication with all employees accompanying their pay envelopes on pay dates of May 31st, June 2nd and June 30th.
- **HR/Payroll Campus Training:** 8-10 sessions per day, entire month of June.
- **Timekeeping (Ultratime) Training:** 500 people training in 16 sessions during weeks of June 5 and 12.
- **1st Pays at Go Live:** July 14th is first pay for bi-weekly and semi-monthly; July 31st for monthly.
- **Support:** Planning, training and rolling-out support for Go Live in mid- to late-June.

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Changes in Business Practices

You can expect and plan to implement the following changes in processes and forms with the Go Live of the new HR/Payroll system, effective July 5, 2006.

Recruiting and Hiring:

- **New Forms and Processes:** Creating and modifying positions uses new forms and processes.
- **Other Forms and Processes:**
 - Position Description (PD) form remains largely the same.
 - New Position Management forms incorporate elements of Position Funding Verification Form (PFV); PFV no longer used after July 5, 2006.
 - Staff recruiting initiated using slightly modified version of job requisition form available at Jobs@ND.

Set Up and Manage Employees:

- **Employee Status Form (ESF) Replacements:** New downloadable forms (similar to T&E form) replace ESF and are specific to the activities of: hire/rehire faculty and staff; change labor distribution; process leave of absence; pay employees for additional services.
- **Student Appointment Form (SAF) Replacements:** New downloadable forms (similar to T&E form) replace SAF and are specific to: hire/rehire students; change labor distribution.
- **Labor Distribution and Special Pays:** New forms for labor distribution changes and special pays.
- **Net IDs:** Process of setting up employee in new system designed to enable employees to get NetIDs earlier.
- **Single Database:** Data for ALL employees held in single database that facilitates tracking by Provost's Office, HR and Payroll.
- **Routing:** Routing of new ESF and SAF forms for approval and processing within departments remains the same. Forwarding forms to HR, Provost's Office, Student Employment, or Payroll also remains the same.

Pay Options:

- **New Forms and Processes:**
 - New form for labor distribution changes.
 - Two new forms for special pays: one for employees; one for non-employees.

Payroll/Timekeeping:

- **ID Cards:** Ultratime users who time-swipe ID cards will continue to do so; on-call/temp employees who time-swipe will receive new ID card for this purpose.
- **Paper Time Cards:** Paper time card users will use new time sheets.
- **Ultratime Administration:** Ultratime supervisors will use new version of system with majority of changes around how users navigate system.

Separation/Leave of Absence:

- **New Forms and Processes:** Two new, distinct forms for leave of absence and for separation (replaces the former termination form) for faculty and staff.

Vacation/Sick Report for Managers:

- **New Report:** New version of Vacation/Sick report includes: vacation time for exempt employees; vacation time and sick time for non-exempt employees.

Self-Service for Employees:

- **Features:** Many current self-service features available through insideND continue with a new "look". New features available include: online, printable version of earnings statement; access to W-4 tax form information and direct deposit advices.

insideND:

- **Tabs and Channels:** Tabs and channels added and/or modified to incorporate Administrative Tools for administrators, and payroll and personal information for employees.

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Calendar

May 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10 Support Planning	11	12 Parallel – 5/1 pension payroll	13	14
15 Generate Position Inventory	16	17	18 Parallel 5/15 semi-monthly	19 Parallel bank recon	20	21
Position Inventory review by campus						
22 Position inventory due back •Exec Bulletin •Parallel semi-monthly pay	23	24	25 Connect Newsletter	26	27	28
Position Inventory clean up						
Main Contact Update Sessions						
Training pilot						
29 Dist Open & pooled positions reports •Parallel – 6/1 pension payroll	30 Parallel – 5/31 semi-monthly and Monthly	31 Earnings Stuffer				
Position Inventory clean up						

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June 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Complete Position inventory clean up	2	3	4
			Upgrade Finance and Student to 7.0			
5 Dist Position only report	6	7 Parallel 6/9 bi-weekly	8 Drive to Go-Live email	9	10	11
Ultratime Administrator Training						
Campus HR/Payroll Training – 8 to 10 sessions per day						
12 Dist Title & Rank report	13 Parallel 6/15 semi-monthly	14	15 Drive to Go-Live email • Staff Salary notifications	16	17	18
Campus HR/Payroll Training – 8 to 10 sessions per day						
Ultratime Administrator Training						
Support Roll out						
Title & Rank clean up						
19	20	21	22 Drive to Go-Live email	23	24 Ultratime Go-live	25
Support Roll out						
Campus HR/Payroll Training – 8 to 10 sessions per day						
26	27	28	29 Drive to Go-Live email	30 5pm start – move to prod • Earnings Stuffer		
Campus HR/Payroll Training – 8 to 10 sessions per day						

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July 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 2 Move to Production	
3 Move to Production	4	5 HR/Payroll – live •New InsideND •New Forms •Online Demo	6 > Drive to Go-Live email On Going Support	7	8	9
10 On Going Support	11	12	13	14 First Payrolls Bi-weekly Semi-Monthly	15	16
17 On Going Support	18	19	20	21	22	23
24 31 Semi-monthly & Monthly	25	26	27	28 bi-weekly	29	30
On Going Support						