

**HR/PR CONNECT –
Newsletter for Senior Administration
November 2005 – 2nd Edition**

HR/PR Connect

This is the 2nd Edition of HR/PR Connect, a newsletter sent to members of the University's Senior Administration every two months. 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 implementation.*

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 process will be modified this year to accommodate the new HR/Payroll system's functionality for position management and budgeting.
- **Timekeeping:** The current timekeeping system is being upgraded to a new version by our current vendor.
- **Electronic Access to Personal and Payroll Information:** In addition to the employee Self Service features already available through insideND, Employee Self Service access to the HR/Payroll system will also offer additional information, such as online earnings statement, pay history, and much more.

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

**HR/PR CONNECT –
Newsletter for Senior Administration
November 2005 – 2nd Edition**

What is included in the HR/Payroll system replacement

The HR/Payroll system will replace the administrative systems that support the HR/Payroll end-to-end business processes. More specifically, anyone involved in any of the following processes will likely experience some form of change in the way they conduct business and view information:

- Budgeting
- Human Resources
 - Position Management
 - Employee Management (Hiring, Reappointments and Promotions, Separations/Terminations, Performance Management)
 - Benefits Administration
 - Leaves
- Payroll
 - Timekeeping
 - Payroll

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.

Both before 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 will be designed and tested over the coming months. As the Renovare team gains greater experience with and understanding 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 process for developing detailed line item budgets for fiscal year 2006-2007 will be modified this year to accommodate the new HR/Payroll system's functionality for position management and budgeting. The Budget Office and HR/Payroll Core Team are working together to modify the budget development processes and tools that will support the modified budgeting methodology. As the budget process and tool changes are completed, further information will be made available.
- **Employee Status Form (ESF):** Discussions continue on where and to what degree electronic forms, such as the Employee Status Form (ESF) will be used at the time of Go-Live. Use of an electronic ESF, now under consideration may not immediately result in the complete replacement of the paper form. Teams are still exploring which processes currently using the ESF are most amenable to an electronic process at Go-Live on July 1, 2006.

**HR/PR CONNECT –
Newsletter for Senior Administration
November 2005 – 2nd Edition**

- **Timekeeping:** The current timekeeping system is being replaced with a new timekeeping system (from the same vendor). Beginning July 1, 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. The remaining hourly employees who currently use paper timecards will be encouraged to use the UltraTime electronic timekeeping system. These employees will migrate from recording manual time entry on paper cards to web entry or a swipe card feature at time clocks located across campus. Those interested in migrating to Web entry prior to Go-Live should contact Joan Crovello at crovello.1@nd.edu or 631-7060.
- **Electronic Access to Personal and Payroll Information:** In addition to the employee Self Service features already available through insideND, Employee Self Service will include features such as access to direct deposit information, earnings and other information. HR/Payroll core team members continue to review all Self Service functionality available through the new systems.

How campus units and individuals are being prepared for this change

As described in the September issue of the *HR/PR Connect* Newsletter, the HR/Payroll Go-Live activities began in earnest in September. Eighty-three representatives from 76 academic and administrative departments from across campus were introduced to the HR/Payroll Go-Live Process in Go-Live Introduction Sessions. During these sessions, participants learned about the upcoming Go-Live activities for HR/Payroll and began working with their Go-Live partners. The sessions were well received. Campus representatives appreciated the early flow of information leading to the July 1 Go-Live.

The Introduction Sessions launched Work Session I with campus departments. Work Session I ran September through October, and focused on the early stages of transitioning individual campus departments to the new HR/Payroll system. Items presented and discussed included gathering data on access, forms, reporting and interfaces, as well as an overview of the internal administrative systems related to HR and payroll processes.

Upcoming Events

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

December/January – Work Session II

Work Session II will focus on access requirements based on the user profile and training approach, as well as other items.

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.