

HR/PR CONNECT – Newsletter for Senior Administration September 2005

HR/PR Connect is a newsletter that will be sent to you, as part of the University's Senior Administration,* every two months beginning in September to keep you informed of changes that your college or department may experience as a result of the HR/Payroll system implementation.

Introducing *HR/PR Connect*

As you may be aware, the Renovare program (<http://renovare.nd.edu>) is replacing the University's administrative information systems. To date, Renovare has implemented campus systems for Development, Finance, Student/Faculty, Facilities Management and several other functions. HR/Payroll is the next campus-wide system to be rolled out and will go live on July 1, 2006.

Because the HR/Payroll system will affect most, if not all, of our employees (faculty, staff and students), you should be knowledgeable about the upcoming changes and their potential impact on campus. *HR/PR Connect* will provide you with 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;
- Consistently convey ongoing messages to the individuals and departments you manage; and
- 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 communicate with people in your departments through the HR/Payroll User Experience approach that is described later in this newsletter.

Key Points for Communications

From the information that follows, you may want to communicate the following key messages to your staff.

- The Renovare project, which is the comprehensive effort to replace the University's administrative information systems, is continuing with the HR/Payroll project.
- The HR/Payroll project, the final campus phase of the Renovare project, began in January 2005 and is well underway.
- Beginning in late August and continuing over the coming months, campus unit representatives and go-live partners will engage in a series of events to begin preparing campus for work in the new system.
- Impacts will be communicated directly through campus unit work sessions, function-specific immersion sessions and training.

* 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
September 2005**

Why the University is replacing its HR/Payroll system

The Renovare project was undertaken as a comprehensive effort to replace the University's administrative information systems. The current HP platform on which our HR/Payroll system resides will not be vendor-supported as of the end of 2006. In addition to replacing the platform, the University hopes to obtain additional benefits from the new systems, including:

- Improving access and visibility to data for students, faculty and staff;
- Streamlining and automating the University's business processes;
- Increasing integration between systems;
- Boosting capacity and performance of systems; and
- Enabling management decisions and strategic initiatives.

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
 - Employment Management (Hiring, Terminations, Performance Management)
 - Benefits Administration
 - Leaves
- Payroll
 - Time-keeping
 - Payroll

What changes can be expected

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.

**HR/PR CONNECT –
Newsletter for Senior Administration
September 2005**

Specific changes: The HR/Payroll system will be designed and 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:** The system provides new position management structure and processes. For departments, this will be reflected in how they request new positions and how they budget for positions in the annual budgeting process. In the future, budgeting will be done for positions, both filled and open, rather than simply setting salary increases for individuals.
- **Employee Status Form (ESF):** The system can allow an *Employee Status Form* to be completed and routed electronically using an electronic workflow. The HR/Payroll team is investigating the feasibility of making this functionality available to campus on July 1, 2006.
- **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.
- **Electronic Access to Personal and Payroll Information:** The new system's "self service" capabilities will be used by employees to access personal information much like they do today. In addition, they will be able to see online earnings statements.

How campus units and individuals are being prepared for this change

An HR/Payroll User Experience approach has been developed that consists of four interacting elements: Communications, Go-Live Preparation, Training and Support. Designated campus unit representatives (such as a business manager) will work directly with a "Go-Live Partner" from the Renovare project over the next 12-18 months to help the campus unit prepare for and operate in the new system. Meetings between the campus representative and his/her Go-Live Partner will cover topics such as:

- Who should have access to the new system;
- What reports may be needed from the system;
- Who should attend what training.

**HR/PR CONNECT –
Newsletter for Senior Administration
September 2005**

Some upcoming Go-Live Preparation Events include:

- **Introductory Sessions:** (late August – mid September) These sessions will introduce campus representatives to the HR/Payroll life cycle and timeline, key areas of change and their involvement with the go-live process going forward.
- **Work Session #1:** (September – October) This work session will primarily focus on gathering information about system access, shadow systems, interfaces and reports.
- **Immersion sessions:** (Fall/Winter 2005) There will be three immersion sessions, each one focusing on a key area of change:
 1. Position Management
 2. Employee Status Form
 3. Timekeeping

These sessions will provide campus units an in-depth look at each of these areas as well as consultation on how to apply these new processes in their departments.

Upcoming Events

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

- **August/September** – Introductory Sessions
- **September/October** – Work Session #1

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