

RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of July 13, 2006

NEW HR/PAYROLL SYSTEM – SUCCESSFUL GO LIVE!

EVENTS OCCURRING DURING THE WEEKS OF JULY 10, JULY 24 and JULY 31

- **July 14 - First Payroll in New HR/Payroll System**
 - First Bi-Weekly (Hourly) Payroll in the New HR/Payroll System
 - First Semi-Monthly Payroll in the New HR/Payroll System
- **July 28 – Second Bi-Weekly (Hourly) Payroll in New HR/Payroll System**
- **July 31 -- First Faculty Payroll in New HR/Payroll System**
- **July 31 – Second Semi-Monthly Payroll in New HR/Payroll System**

HR/PAYROLL & TIMEKEEPING TOPICS COVERED IN THIS EMAIL

- Go Live Communication
- Communication Throughout Your Campus Unit
- First Bi-Weekly and Semi-Monthly Payroll in New HR/Payroll System on July 14
- First Faculty Payroll in New HR/Payroll System on July 31
- Revised Forms
- Position Numbers
- Support for Go Live
- Online Tutorials
- Training

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://www.nd.edu/~renovare/documents/July13headline.pdf>

GO LIVE COMMUNICATION

This headline-oriented email highlights key events and implementation activities to help you use the new HR/Payroll and the upgraded Timekeeping systems. Additional detailed information has been provided in HR/Payroll Connect Newsletters.

Current and prior issues of both the headline-oriented emails and newsletters are available at:

- Renovare HR/Payroll & Timekeeping Headline Communications (emails):
<http://www.nd.edu/~renovare/news.shtml#headline>
- HR/Payroll Connect Newsletters: <http://www.nd.edu/~renovare/news.shtml#connect>

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 plan and 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 BI-WEEKLY & SEMI-MONTHLY PAYROLL IN NEW HR/PAYROLL SYSTEM ON JULY 14

The first bi-weekly (hourly) and semi-monthly payroll in the new HR/Payroll system will occur on July 14th. Please note that any status form or new personnel action form received after June 27th was not processed for payment on the July 14th pay date. This earlier-than-normal cutoff was necessary to ensure accurate processing of the July 14th payroll.

On July 14th, all semi-monthly employees and students can access their first online earnings statements in the "Employment Details" channel on the "My Resources" tab within insideND (<http://inside.nd.edu>), including certain YTD totals. Hourly employees (except for students) participating in direct deposit will continue to receive printed pay stubs, which will be distributed as they have been previously. Hourly employees who receive actual paychecks will have their checks mailed to their homes on July 14th. (Please note: An employee's detailed payroll history for the six months prior to June 30th is available on their pay stubs received to date.) Future earnings statements will be available according to the pay dates contained in the payroll calendar: <http://controller.nd.edu/about-us/payroll-services.shmtl>. For more information regarding payroll and earnings statements, go to: <http://controller.nd.edu/about-us/PayrollFAQs.shtml>

FIRST FACULTY (AND 2nd SEMI-MONTHLY) PAYROLL IN NEW SYSTEM ON JULY 31

The first faculty (and 2nd semi-monthly) payroll in the new HR/Payroll system will occur on July 31st. Please note that any status form or personnel action form received after July 13th will not be processed for payment on the July 31st pay date. This earlier-than-normal cutoff is necessary to ensure accurate processing of the July 31st payroll.

On July 31st, a faculty member will be able to view their first online earnings statement via insideND, including certain YTD totals. (Please note: A faculty member's detailed payroll history for the six months prior to June 30th is available on their pay stubs received to date.) Future earnings statements will be available according to the pay dates contained in the payroll calendar. For more information regarding payroll and earnings statements, go to: <http://controller.nd.edu/about-us/PayrollFAQs.shtml>

PAYROLL INFORMATION RESOURCES

Further information on a variety of topics, including earnings statement descriptions for hourly and semi-monthly employees, can be found at: <http://controller.nd.edu/about-us/payroll-services.shmtl>. For payroll-related Frequently Asked Questions, visit <http://controller.nd.edu/about-us/PayrollFAQs.shtml>. For additional help, please see the Support for Go Live section below.

REVISED FORMS

Certain forms used in the business activities related to the HR/Payroll and the Timekeeping systems have changed, and are available as downloadable, electronic forms. The new forms are available for transacting business via insideND on the new "Administrative Tools" tab. Instructions and FAQ's to assist in using the forms accompany the forms online.

POSITION NUMBERS

Position information, including position number, is required to complete certain forms and to perform various HR/PR related activities in the new HR/Payroll system. To date, staff from the Budget, HR, Payroll and Provost Offices, along with the Renovare project, have worked with key contacts and business managers to review, validate and adjust position information for their respective units. In late June, business managers for each area received the most current version of both their position

inventory reports and position number listings. If you need assistance in obtaining and/or working with position numbers, please contact your respective business manager. For additional help, please see the Support for Go Live section below.

SUPPORT FOR GO LIVE

Over 300 Campus Department Key Contacts, along with Central Office staff, are providing direct support to their department's users of the new HR/Payroll system and Timekeeping upgrade. To identify the Key Contact(s) supporting your area, please go to:

http://www.nd.edu/~renovare/hrpayroll/documents/keycontactsmasterlist2_000.xls

The University's Office of Human Resources has implemented 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 the new HR forms.

In addition, 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://www.nd.edu/~renovare/hrpayroll/documents/contact_list.pdf

ONLINE TUTORIALS

Tutorials for certain 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
- 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

TRAINING

The first round of training on the new HR/Payroll system completed during the month of June. Additional training is being offered for a limited period during the weeks of July 17 and August 14. For information and guidance on the courses for which you might register, please contact your department's HR/Payroll Main Contact (find a listing of HR/Payroll Main Contacts at <http://www.nd.edu/~renovare/hrpayroll/CampusUnitMainContact.htm>.) You may register for training at <http://ilearn.nd.edu>. Any questions concerning registration can be directed to Renovare Training at 631-2812 or trainnd@nd.edu.

Thank you for partnering with us in making the transition to the new HR/Payroll and upgraded Timekeeping systems a success. We appreciate your attentiveness and hard work.

Yours in Notre Dame,

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