

RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of June 22, 2006

UPGRADED TIMEKEEPING SYSTEM GO LIVE ON JUNE 24

NEW HR/PAYROLL SYSTEM GO LIVE ON JULY 5

EVENT FOR THIS SATURDAY, JUNE 24

- **June 24, 12:01 AM** -- Upgraded Timekeeping (Ultratime) System Go Live

EVENTS OCCURRING DURING THE WEEK OF JUNE 26

- **June 8-30** -- Campus HR/Payroll Training for Faculty and Staff
- **June 27** -- Last Day for Central Offices to Process HR/Payroll Activity (submitted by Campus Departments) in HP
- **June 30** -- Last Day for Campus Departments to Access Administrative Systems and Data through insideND
- **June 30** -- Earnings Statement Notification included in Pay Envelopes
- **June 30, 5:00 PM** -- Renovare Begins Cut-over from Old HR/Payroll System (HP) to New HR/Payroll System (Banner)

HR/PAYROLL & TIMEKEEPING TOPICS COVERED IN THIS EMAIL

- Go Live Countdown Communication
- Communication throughout Your Campus Unit
- HR/Payroll Systems Availability
- Upgraded Timekeeping (Ultratime) System Go Live
- Revised Forms
- Position and Job Validation
- Online Tutorials
- Training
- Support for Go Live

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://www.nd.edu/~renovare/documents/June22headline.pdf>

GO LIVE COUNTDOWN COMMUNICATION

This headline-oriented email highlights key events and implementation activities to help you prepare for and 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.

HR/PAYROLL SYSTEMS AVAILABILITY

Consistent with current payroll cut-off dates, all forms and requests received by Central Offices after June 27th will be processed by Central Offices on or after July 5th. Please note that any status form or new personnel action form received after June 27 will not be processed for payment on the July 14th pay date. This earlier-than-normal cutoff is necessary to ensure accurate processing of the July 14th payroll – the first in the new HR/Payroll system.

June 30th is the last day prior to Go Live that all users will have access to the University's administrative systems and data through insideND. For additional information on system availability, key activities and dates throughout the HR/Payroll system Go Live, go to:

<http://www.nd.edu/%7Erenovare/hrpayroll/documents/GoLiveCalendarSystemAvailability.pdf>

UPGRADED TIMEKEEPING (ULTRATIME) SYSTEM GO LIVE

Conversion to the upgraded Timekeeping (Ultratime) system will occur on June 23rd at approximately 6:00 PM. The official Go Live of the upgraded Timekeeping (Ultratime) system is June 24th at 12:01 AM.

For additional information and instructions regarding timekeeping processes connected to the upgraded Timekeeping system Go Live, go to: <http://controller.nd.edu/ultratime/>

REVISED FORMS

Certain forms used in the business activities related to the HR/Payroll and the Timekeeping systems have changed, and will be available as downloadable, electronic forms. Training on these forms is occurring throughout the month of June. The new forms will be available for transacting business as of Go Live on July 5th via insideND, on the new "Administrative Tools" tab.

POSITION AND JOB VALIDATION

Position inventories and listings of hourly employees, both on-call and temporary, have been distributed for review to Business Managers and/or the appropriate representatives in each department. These materials, updated as of June 1, are being used to validate and verify: correctness of the amounts people will be paid; the accounts being charged; the title information and other aspects of positions and jobs. If you have questions related to this work, please use the following contacts:

<http://www.nd.edu/~renovare/hrpayroll/documents/POSITIONANDJOBVALIDATION.doc>, or call the Budget Office: 631-9137.

ONLINE TUTORIALS

In addition to classroom training, online tutorials for certain topics (example: employee self-service) will be made available beginning this week and next. Links to the following tutorials can be found at:

- 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

TRAINING

Training on recruiting, hiring, managing and/or paying employees in the new HR/Payroll system continues through June 30. For information and guidance on the courses for which you should 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.

SUPPORT FOR GO LIVE

Campus Department Key Contacts (see http://www.nd.edu/%7Erenovare/hrpayroll/documents/keycontactsmasterlist2_000.xls for listing of Key Contacts by department), along with Central Office staff, will provide direct support to their department's users of the new HR/Payroll system and Timekeeping upgrade. Sessions designed to prepare Key Contacts for supporting their users are scheduled during the weeks of June 26th and July 10th. An email has been sent directly to Key Contacts about their participation in and the schedule for these sessions.

On June 1st, the University's HR Office implemented an HR Call Center ("askHR", askhr@nd.edu, 631-5900) in anticipation of the Go Live of the new HR system. "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. Look for more details about "askHR" through HR communications and NDWorks throughout June.

Thank you for your continuing participation in this important work.

Yours in Notre Dame,

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