

## Fridays @ first – Summer Thursday Edition

July 10, 2008

### ❖ **Human Resources (Human Capital Management)**

HR professionals from around CUNY participated in sessions focused on CUNYfirst Base Benefits starting Monday, July 7. The meetings are to validate the currently-designed system and use it to evaluate current CUNY policies and procedures; develop step-by-step procedures and develop test scripts and scenarios for the CUNYfirst Benefits module. These sessions continue next week.

Key for the HR Team is two demonstration sessions Tuesday and Wednesday next week at the Graduate Center to show CUNYfirst Recruiting processes (Position Management and Talent Acquisition Management – July 15) and Workforce Administration processes July 16. Attendance is for our HR community only because of limited space. Please contact Jeanne Blazina ([jeanne.blazina@mail.cuny.edu](mailto:jeanne.blazina@mail.cuny.edu)) to RSVP.

### ❖ **General Ledger**

The new CUNYfirst General Ledger got its first real exposure as many of our finance professionals returned from the Fourth of July holiday to sign in and review its structure and key strokes. Most issues involving local help desks were User ID related and helping re-set passwords. The procedure and tools to upload spreadsheets into the General Ledger are being finalized. Those procedures, including screen shots for reference, will be sent next week once they are tested and re-tested. This has taken extra time because of the size of the files needed for this. The information will be sent directly to all users via the campus teams once they are available.

### ❖ **General Ledger Training**

Classes resumed Tuesday July 8 for General Ledger Training. As of this week, 193 finance professionals have taken the entire three-suite set of courses to be able to have access and use the new General Ledger.

Users who still have not taken or completed the suite of classes for access to GL can sign up via the Enterprise Learning Management (ELM) system. Classes will be offered at various dates through the month of July and into August so check the calendar within ELM for dates, times and availabilities. Some offices, because of work load, are waiting to enroll some staff when on-line training becomes available in mid-August.

### ❖ **Procurement**

The call has gone out to Procurement Liaisons to sign up for PeopleSoft Procurement training for the week of July 21 – 24. Liaisons need to reserve limited space by contacting Joanne Sagharian or Nancy Cruz. These sessions are designed to give our procurement professionals

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a hands-on exposure to PeopleSoft's procurement processes in advance of the configuration and design work that will follow.

### ❖ **Student Administration (Campus Solutions)**

Sessions resume next week on the configuration of Financial Aid processes. Our Student team is completing the first rounds of meetings for Student Records and Student Financials to determine the changes needed in business processes to accompany new CUNYfirst procedures. The conversion of some student data that will be used in CUNYfirst has progressed to where some campuses are able to verify the changes – a necessary step as we move from current student administrative processes to new CUNYfirst tools and the new structure that comes with this change.

### ❖ **Project Communications**

I hope you had a chance to read about the CUNYfirst Project in the Summer Issue of *CUNY Matter*. I have sent it to the Communication Liaisons for them to make it available on all our campuses and offices. It is an excellent update about the project and where we go from here. It also contains two timelines that have been updated since the piece went to press – specifically Procurement (Purchasing, Accounts Payable, Expenses) is targeted for Summer 2009 and Basic Personnel System is targeted for late Winter/Early Spring 2009). It is also on the CUNYfirst Website (<http://first.cuny.edu>), which is about to receive a facelift in a couple of weeks. Look for those changes soon.

Have a great weekend

John Ray  
CUNYfirst Communications Manager