

## Fridays @ first – Summer Thursday Edition

July 17, 2008

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

Dozens of Human Resources professionals from around CUNY attended a special “sneak preview” demonstration of new CUNYfirst HR processes Tuesday and Wednesday, July 15 & 16. Vice Chancellor Gloriana Waters kicked off the demonstration by expressing the “exciting things to come in an integrated CUNYfirst system that connects the records for HR, Benefits and Payroll data to Finance and Student Administration”.

Future processes, still in design, were shown and explained by people from around the university, playing the roles of recruiter, HR manager, affirmative action officer, employee, etc. This added an important element to the presentation as it showed the deeper understanding of what will change when the CUNYfirst HCM system goes live next year. Thanks to the following and the roles they played - Gloria Chao – BMCC – driver, Raphael Rosa -OHRM–manager, Serafina Dolan – Hunter - HR Admin, Reinalda Medina – Queens - Recruiter, Sangeeta Noel – Queens borough – AAO/DO and Manager, Oswald Fraser – Medgar Evers – Search Chair, Eric Washington – Lehman – HR Admin, Vickie Shankman – Bronx CC – employee. Walking through processes step-by-step allowed the audiences to understand how work will be done in the future. They referred to the new processes as “intuitive and easy to use”.

The first day was focused on the how-to’s for position management and recruiting – how to open, obtain permission and hire a new employee. The second day was devoted to explaining and showing processes for identifying, accessing, and updating information for CUNY staff, including self-service features for managers and users. In CUNYfirst, updating information for a new address, phone number, and email can be done quickly. Other information can be input as well with supporting documentation, such as a new degree.

The validation of base benefit functions for CUNYfirst was the subject of eight sessions which concluded Thursday. It was an opportunity to review current system designs as they pertain to staff and retirees. It also allowed professionals to identify CUNY policies and procedures; develop step-by-step procedures and develop test scripts and scenarios as part of the review.

### ❖ **General Ledger**

Deputy University Controller Christina Seglem is creating a memo that will outline the specific expectations in the new General Ledger for users around the university. It will detail key dates and requirements for non-tax levy financial information, tax and non-tax levy reporting and tuition and fees. That memo will be distributed through the CUNYfirst Communication Office to all users, Vice-Presidents for Finance and Administration, Business Managers, and Finance Liaisons.

The process for Journal Upload spreadsheets was sent to Communication and Finance Liaisons Friday July 17 to share with General Ledger users on their campuses. That tool is available for download via the Enterprise Learning Management (ELM) system

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### ❖ **General Ledger Training**

Classes continued this week for General Ledger Training. Users who still have not taken or completed the suite of classes for access to GL can sign up via the ELM system until August 11, 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. The next suite of classes for General Ledger, interfaces, budgeting and reporting, will begin when our trainers have learned the steps needed to show users how to perform tasks.

### ❖ **Procurement**

Procurement Liaisons will take PeopleSoft training next week, July 21 – 24. These sessions will give our procurement professionals exposure to PeopleSoft's procurement processes in advance of the configuration and design work that will follow.

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

Financial aid professionals resumed their sessions, looking at systems and considering business process changes. These sessions will continue into the coming week. Two sessions in conjunction with Bursars were scheduled for August 5 & 6. The August 5<sup>th</sup> session will discuss Financial Aid - Student Financials processes. On the 6<sup>th</sup>, the group work will be devoted to Return to Title IV.

Have a great weekend

John Ray  
CUNYfirst Communications Manager