Fridays @ first

September 26, 2008

The following is an update of the current activities of the CUNYfirst project and should be shared with professionals around the CUNY community.

❖ *Human Resources – Human Capital Management*

On Friday September 26, CUNYfirst Benefits Lead Robert McGarry met with university Benefits Officers to update the status of the Base Benefits configuration and to explain upcoming activities. The meeting allowed the Benefits Officers to work in a **Sandbox** – to work in a demonstration site that allowed them to see how they will enroll, change or terminate benefits in CUNYfirst.

Next Monday, September 29, CUNYfirst Human Resources Liaisons will meet to go over the campus Organizational Readiness Check-List for the HCM launch. This is the list that details specific campus tasks to determine readiness, from communication and training to making sure desk top computers are ready with the proper internet connections and browser programs.

CLARIFICATION: The HR/Benefits team is preparing for the upcoming Systems Integration Testing that begins October 6. Campus and university office Subject Matter Experts (SME's) will be asked to participate in two two-week cycles of testing from October 20 – 31, and from November 3 – 14. This is not training.

❖ *Training – Human Resources*

During their meeting Monday, HR liaisons will receive information about the process for the upcoming Training Needs Assessment (TNA) needed for the HR launch. Our training team is looking for at least five campuses to begin the assessment that eventually all colleges will complete. The TNA is our guidebook for the campuses as HR managers decide who will take training, based on their roles and responsibilities and the courses being offered during training to teach new CUNYfirst processes.

❖ *Student Administration – Campus Solutions*

Student Administration Lead Stu Schaffer explained the on-line benefits of the CUNYfirst registration system at a meeting organized by Mark Gold, who is the Assistant Vice President for Technology and the Chief Technology Officer at Brooklyn College. Stu is a graduate of Brooklyn College and was there to show attendees the processes students will use in CUNYfirst compared to those currently offered in eSIMS. Many of the systems used around the university were created at Brooklyn College. Some of them will become redundant after CUNYfirst student systems are in place, and some will continue to serve our students, faculty and staff.

firstSnapshot
Q&A and Language

On Monday, Clericals from Queens College and Queensborough Community College attended a workshop called "Getting Ready for CUNYfirst" jointly created by the University Training Office and CUNYfirst. For some, it was their first formal introduction to the Project. Two days later, their supervisors attended a similar workshop aimed at them. During those sessions, they asked some questions that we think are bouncing around CUNY. In the next few weeks, we'll

answer them and also provide a broader glossary for the many terms the Project has introduced to our community. They will also be available on the Project website – http://first.cuny.edu.

Q and A

Q - Will we have both systems (old and new) up and running at the same time?
A – When we retire systems like CUPS (City University Personnel System) or SIMS (Student Information Management System), we will no longer be using both processes. The systems may be up for data reasons only until CUNYfirst stabilizes. But once we launch new CUNYfirst processes for Finance, HR and Student, there will be no need to do processes twice.

Q - How much data will we have at the beginning?
A – For the General Ledger, we have converted two years of financial data. When we launch the Human Resources processes, we will convert all historic employee data. With student systems, we'll have six years of information available live, and 24 years archived.

Q – When we go live, what sort of support will be available to our staff THAT DAY?
A – While final plans are still being developed we plan to have support available to every campus in every area with people available in person, by phone or on-line. Campus and university office help desk analysts will be trained to handle common questions and concerns that are likely to occur on day one. We will also make introduce to all users the model for support that includes campus and university peers, CUNYfirst subject matter leads, on line materials, for example. We will also follow the examples our campuses set now for supporting their technological needs.

Common CUNYfirst Terms

CRP – Conference Room Pilots
At the beginning of the Project, we had sessions known as Fit/Gap. These were designed to allow Subject Matter Experts (SME) to see out of the box processes in PeopleSoft. The sessions would allow them to talk about how they might work for CUNY, or if there was a gap that needed to be closed either by our business processes or by changing the software. Now, SME's attend Conference Room Pilot sessions to do the same, but now we can move from base design to configuration quicker. Participants now are asked to validate if the base processes can work for CUNY so we can start the configuration process sooner.

HCM – Human Capital Management
This a term for the PeopleSoft suite of processes designed to aid the university in the management of our Human Resources. While you will hear the terms HR and HCM interchangeably during the Project, CUNY is not adopting HCM as the name for our personnel management. We have a Vice Chancellor for Human Resources Management and Human Resources departments throughout CUNY.

ELM – Enterprise Learning Management System
This is the system where users register online for training classes, where trainers can access their class list and mark that attendees have complete courses, and where on-line classes will be available. The system allows users to control their training by allowing them to choose when they can take classes and also opt for self-paced learning and refresher material.

Next week, Campus Executive will meet via conference call on Monday from Noon to 1pm.

Have a good next week.

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