

## Fridays @ first

March 27, 2009 - CUNYfirst is Coming Soon!

What's written below is an overview of the work the CUNYfirst Project team is doing in concert with our campus teams and various Subject Matter Experts and professionals from all over the university.

- **Human Resources (Human Capital Management (HCM)) - Users Acceptance Testing (UAT)**

Users Acceptance Testing for the Human Resources Pillar continued this week with testers performing the following processes: Job Offer Approvals, Prepare for Hire, Transfer Roster, Quick Hire and Reinstatement. By the end of next week we should finish testing all applications that apply to job and position management, recruiting, hiring, re-hiring and re-instatement. Items that did not pass testing are immediately analyzed and submitted to Oracle technical staff. In a conference call Friday, some testers gave their impression of the new CUNYfirst processes. They said the system appears to be user friendly, that there is more useful data and is more powerful than what is currently available in CUPS (City University Personnel System).

Another round of data validation is currently underway with campuses looking over converted employee data.

- **HCM - Question**

A question came up during a campus visit about non-CUNY employees in the new CUNYfirst data base and will they have access to the new processes. The answer is: For Phase One in HCM, individuals such as Research Foundation employees who are not CUNY tax-levy payroll staff will be known as "persons of interest" in CUNYfirst. These are folks who are not in CUNY's HR data bases and get paid with other resources. If an RF employee supervises a CUNY staffer, they will be in the new system. If a tax-levy employee needs access to do their job they'll get it. For example: If they do General Ledger work then they will be in the system as a person of interest and be given access to only those processes they need to do their job. In Phase 3, non-tax levy employees will be in CUNYfirst.

- **CUNYfirst Steering Committee – Faculty Workload**

A demonstration of the proposed processes for managing Faculty Workload functions, including populating class schedules, maintaining instructor details and reporting was given to the CUNYfirst Steering Committee Thursday by members of the Oracle team. In addition to an explanation of the current work on Faculty Workload and how it will be processed in a PeopleSoft environment versus how we currently calculate and consider Faculty Work Load, the committee was given the next steps in the process. Those include making business decisions on identified process gaps and building an optimal system to meet CUNY requirements, testing it and then training those professionals who will use the new Faculty Workload applications.

- **Security Access**

Following a round of nVision training, those trained wanted and needed access to their new tool which allows them to create financial reports. In CUNYfirst, once a person receives training they get access – the rule is you have to be trained on your new tools for security and accuracy issues. In this case, learning nVision required a change in their user profile. The next step would be to fill in the form under

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the CUNYfirst Application security tab at <http://security.cuny.edu>. Download the GL access form and fill in the data and get the change approved. Then the user must file a ticket with their local help desk, and the help desk would inform the Application Security Liaison to administer the new rights, in this case access to nVision. Security is very important in CUNYfirst and we believe this procedure will ensure proper access through our many modules and applications.

- **Maintenance Announcement**

The CUNYfirst system will be unavailable Saturday March 28 from 6am to 1pm due to scheduled maintenance.

- **The Week Ahead – March 30 – April 3**

Here is a listing of meetings and sessions involving the Core Team and our campus professionals.

<b>Users Acceptance Testing</b> TBA	Wed, Apr 1 to Fri, Apr 03	
<b>Student Records - Wave Two Colleges CRP</b> Joseph Murphy Institute - 25 W 43rd - 18th Floor Conference Room	Tue, Mar 31	9:15 AM – 4:00 PM
<b>Student Financials - Wave Two Colleges CRP 2</b> 555 W 57 - John Jay College Offices - Room 616		9:30 AM – 4:00 PM
<b>Financial Aid CRP - Vanguard and Wave Two Colleges Only</b> 230 W. 41st - 10th Floor Conference Room		10:00 AM – 4:00 PM
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<b>Wave Two Colleges Admissions CRP2</b> York College - 94 - 20 Guy R. Brewer Blvd - Jamaica, Queens	Wed, Apr 01	9:00 AM – 4:00 PM
<b>Transcript Configuration CRP - All Colleges</b> Joseph Murphy Institute - 25 W 43rd - 18th Floor Conference Room		9:15 AM – 4:00 PM
<b>Financial Aid CRP - Vanguard and Wave Two Colleges Only</b> OSFA - 15th Floor Large Conference Room		10:00 AM – 4:00 PM
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<b>Communication Liaison Web/Teleconference</b>	Thu, Apr 02	11:00 AM – 11:30 AM
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<b>Training Liaisons Conference Call</b>	Fri, Apr 03	10:00 AM – 11:00 AM
<b>HCM Weekly UAT Update</b> Web/Teleconference		11:30 AM – 12:15 PM

John Ray  
CUNYfirst Communications Manager - [cunyfirst@mail.cuny.edu](mailto:cunyfirst@mail.cuny.edu)