

FRIDAYS@first

April 17, 2009

CUNYfirst is Coming Soon!

As the holidays and Spring Break ends, attention remains focused on the upcoming launch of the new Human Resources and Recruiting systems. Below is a summary of the work this week. Please share with your colleagues who may be interested in its contents.

- **Human Resources – Training**

CUNYfirst Training Manager Adante Harvey announced this week to Training Liaisons and HR Trainers that user training for the new HR (Human Capital Management) and Recruiting applications will begin the week of May 18, 2009, starting with training orientation for HR professionals from around the university. The current plan is for user training to begin at the Borough Training Centers (Queens, Brooklyn, City Colleges, College of Staten Island and Hostos Community College) the week following Memorial Day. Train the trainer activities continue next Thursday with Workforce Administration and Talent Acquisition Management (TAM) trainers to cover the end-to-end processes for these applications.

- **Human Resources – Data Validation**

This week, Oracle loaded the converted personal and job data into CUNYfirst and has sent the results to the HR team for validation. The CUNYfirst team is validating that the records were loaded correctly. Based on that effort, if there are still errors particular to our colleges or the Central Office, HR professionals will be invited to work with Core Team on cleaning up data and/or correcting errors.

- **Reporting Strategy**

In response to campus requests, more than two people per campus will have access to query CUNYfirst databases. The exact number will depend upon the business needs of each college. There will be several methods to access the underlying data and individuals that require access to data to meet the business needs of their campus will have it. They may need to be trained if the technology is new to them or the process requires specific skills or safeguards.

Training will be provided for both technical staff and data consumers. Because developers will need access to an environment immediately after training, so they don't lose the new knowledge, training will begin no sooner than May.

- **General Ledger Update**

To prepare for the *first* year-end using CUNYfirst, historical data must be loaded into the system. The CUNYfirst GL team and staff from the Office of the University Controller have been preparing the historical data for Fiscal Years 2007 and 2008. In addition, much of the FY 2009 data will be reloaded to reflect a more accurate mapping between FAS and CUNYfirst account codes.

To accommodate this effort CUNYfirst GL will not be available to users from 6:00pm Monday April 20, 2009 until 6:00am Wednesday April 29, 2009. After this effort, CUNYfirst will contain two years of historical data and will contain beginning balances for FY 2009.

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Prior to the system becoming unavailable, users should take the opportunity to ensure that all their journals are posted. Only journals in a posted state will be reloaded, journals not posted will become the responsibility of the user to recreate.

Questions can be directed to: david.hill@mail.cuny.edu, thomas.zhou@mail.cuny.edu or ray.tam@mail.cuny.edu

- **The Week Ahead – April 20 - 24**

The follow meetings are scheduled:

Users Acceptance Testing 555 W. 57 th – 10 th Floor Training Room	Tue, Apr 21 to Fri, Apr 24	9:30 AM – 5:00 PM
Planning and Budget Core Team 230 W. 41st - 5th Floor	Tue, Apr 21	9:30 AM – 11:30 AM
Financial Aid CRP - Vanguard and Wave Two Colleges Only OSFA - 15th Floor Large Conference Room		10:00 AM – 4:00 PM
Campus Executive Meeting 230 W. 41st - 10th Floor Conference Room		2:00 PM – 4:00 PM
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Train the Trainer - Workforce Admin/TAM TBA	Thu, Apr 23	9:30 AM – 4:30 PM
Super Users SharePoint Demo Phone and Webex	Thu, Apr 23	1:00 PM – 2:00 PM
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HCM Weekly UAT Update Web/Teleconference	Fri, Apr 24	11:30 AM – 12:15 PM

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