

May 29, 2009 – Edition #129

CUNYfirst is Coming Soon! We're GO for launch.

- **Go/No Go Decision**

The widely anticipated meeting of campus leaders, CUNYfirst Core Team (CUNY & Oracle) members, the Project Leaders and Process Owners took place Wednesday May 27 to answer the question: Are we ready to Go-Live? That decision was Go-Live for June 19. At launch, we'll begin using new **Human Resources** and recruiting processes, start creating a new **Course Catalog** resource for Queens College and Queensborough Community College, and transfer next year's adopted budget into the new CUNYfirst **Line Item Budgeting** module. Between now and Go-Live are a number of tasks that must be completed, including getting essential staff to training, making sure our desktops and computers have full access to the system and have support plans ready and communicated.

From the Process Owners:

HR – Vice Chancellor Gloriana Waters:

"I am confident that the steps that need to be taken will be completed and we will be ready to work in this new environment - one that will help us manage the information and careers of our colleagues from around the University and use modern tools to recruit and retain excellent employees and faculty."

"I am excited to be a part of this transformation for CUNY and eager for our HR offices to begin using the new integrated tools that will assist us in providing the best service for our staffs."

University Budget Director Matthew Sapienza:

"Line Item Budgeting will enable users to schedule their budgets for the upcoming year by individual accounts in the CUNYfirst system."

"Later in the year we will implement a second rollout that will complete the Planning and Budgeting suite, including position budgeting, which will allow us to develop fiscal plans based on our staff, their pay and their benefits. We're looking forward to using these new tools to enhance our fiscal planning activities."

University Dean for the Executive Office and Enrollment Robert Ptachik:

"This is our first milestone as we move toward rolling out the CUNYfirst student systems."

"This is a busy, exciting time for CUNY as we move a step closer to adopting modern, integrated systems and tools to better serve our faculty, students and staff."

"I want to personally thank all of you at our Vanguard schools for the countless hours you've dedicated to getting us to this point, and for your insight and wisdom. You truly are leading the rest of the university in this important endeavor."

So what does this mean and what work must be done?

- **Human Resources**

The initial rollout will include Core HR staff, Budget Analysts (for hiring) and Affirmative Action Officers, and they are being trained now to begin working in the system at Go-Live. Later this summer, we will train managers, supervisors and clerical staff who have been identified by their college HR staff as

having supervisory responsibilities and/or are involved in the process of requesting and hiring new staff. Employees will come on line later and will be able to view their personnel information and work with HR staff if updates or changes are needed.

So the task for campuses is: Create a process for hiring new staff or promoting individuals during the transition from where HR professionals only have access to CUNYfirst to the time when everyone involved in that process will be on line.

- **Line Item Budgeting**

First, a definition of terms: In this module, Planning and Budgeting refers to the actual planning budget that creates the fiscal plan. It is not a live budget that tracks current receipts and expenditures. The first phase, Line Item Budgeting, is a building block for future planning and will be the CUNYfirst version of our current Adopted Budget for the upcoming fiscal year. Staff who work on our budget processes - outside of the individual college budget offices - will not have access to this Planning Budget.

Currently, budget professionals are testing the system, doing step by step tasks to verify that the system will be ready at Go-Live. Budget staff should communicate with their community that the Planning and Budgeting module is for forecasting fiscal plans. Monitoring of budgets versus actual will come when future finance applications are launched, including procurement, accounts payable and receivables and expenses.

- **Student Administration – Course Catalog**

When we go live, registrar staff from our Vanguard Colleges, Queens College and Queensborough Community College, will begin loading and validating their converted course catalogs. This is the building block for creating the schedule of classes that will allow our students to choose courses and their academic careers. Training will cover adding or removing classes, defining classes in terms of credits earned, pre and co-requisites and class requirements.

To come: The other CUNY colleges are in the process of validating their course catalogs that have been converted into PeopleSoft data. That validation will be due back to our team next month. In the fall, registrar staff from the other colleges will be trained to begin building their own course catalog that will support our students as we bring colleges into CUNYfirst.

- **Enterprise Learning Management (ELM) Access**

Access to Training

For the upcoming launch of new HR processes, our staffs "cleaned" CUNY employee data to ensure accuracy of information and to identify where everyone works and to whom they report. During that effort, HR staffs also assigned individuals "roles" within the new CUNYfirst system. An employee's role is based on the work they do that would require them to use HR applications.

The latest employee data is now available to be used in the system. During validation, some employees who will require training on HR processes were not initially identified (new hires, new assignments, etc.). They need to go to training to use the new tools.

FRIDAYS@first

Here is the process to get them access to the Enterprise Learning Management (ELM) system that manages our training effort:

1. An HR Manager/Supervisor identifies those needing training
2. They fill out the ELM access form from <http://security.cuny.edu> and sends to their local help desk
3. The local Help Desk sends the form to the local Application Security Liaison (ASL), who forwards to CUNYfirst Core Team Security
4. Core Team Security uploads new users into ELM and creates an identity in ELM. Informs local ASL
5. ASL's notify users of their ID and initial password

A list of the Application Security Liaisons can be found on the Project website (<http://first.cuny.edu>)

This should clear up the confusion.

Important Note:

It is important that those identified are users who need direct access to the new system on Day One. Training will continue after launch for staff who have roles where they are only to receive view-only access.

John Ray
CUNYfirst Communications Manager
cunyfirst@mail.cuny.edu

Next week's meetings:

HCM Training Borough Training Centers	Mon, Jun 01 to Thu, Jun 04	
CUNY Help Desk Managers 555 W 57th - 16th Floor Seminar Room	Mon, Jun 01	10:00 AM – 12:00 PM
Admissions: Wave 1 and 2 Colleges Hostos CC - Savoy Building - Multi-Purpose Room	Tue, Jun 02	9:00 AM – 4:00 PM
Financial Aid - Wave Two Colleges - Transfer Monitoring and Wrap Up 230 W. 41st - 10th Floor Conference Room		10:00 AM – 1:00 PM
Planning & Budgeting UAT 230 W 41st Street	Wed, Jun 03 to Fri, Jun 05	
Project and Change Liaisons Meeting Hunter School of Social Research - 129 East 79th (corner Lexington Ave) - 6th Floor	Wed, Jun 03	9:30 AM – 12:30 PM
Communication Liaisons Via WebEx		11:00 AM – 11:30 AM
Hands on HCM Access The City College Borough Training Center - North Academic Complex -Rm 5-212	Fri, Jun 05	10:00 AM – 12:00 PM
Hands on HCM Access The City College Borough Training Center - North Academic Complex -Rm 5-212		1:00 PM – 3:00 PM