

May 8, 2009 – Edition #127

CUNYfirst is Coming Soon!

Please share this edition with your colleagues who may be interested in its contents.

- **HR – Reporting**

A demonstration of creating, accessing and delivering reports from the CUNYfirst system was demonstrated today to an audience representing most constituencies around the university. More than 100 people were in attendance in person or on a webinar. The goal was to show the reporting capabilities and dispel the notion that reporting would be in the hands of a few people in the university and on the campuses. Judith Ullman from CUNY's Computer Information Systems (CIS) office gave a live presentation showing how data can be obtained from various files to create the reports needed for the university and our colleges. As a follow-up, campuses have been asked to participate in both the prioritization and development of reports and refinement of several general use queries.

- **Human Resources (HCM/TAM) – Data Validation**

We have a busy week ahead as we prepare to make our final pass of updating, correcting and validating employee information before loading it into the new CUNYfirst system. The week begins with a final validation by our core team before sending feedback to the campuses and university HR on Tuesday. Corrections must be completed by Friday, May 22. The work is being done to prepare all our data in preparation for the Go/No Go decision to launch the new system. That decision will be made May 27.

- **HR – UAT Update**

Our testing team this week did its work running leftover scripts and working with our partners from Oracle on analyzing, fixing then retesting some processes that were not working. Regression testing, where we go back and test the processes that were working and test the other processes that are connected, will be done the week of May 18 with the expected completion date of May 22. This will give our testers adequate time to focus on the processes that are still needing work including key steps in creating the Chancellor's Report in CUNYfirst.

- **Training**

A save the date will go out to professionals from around CUNY who will take part in the first round of training for the new Human Resources modules. Orientation will be held at BMCC – Theater Two. There will be a morning (10 – Noon) and an afternoon session (1 – 3pm).

The orientation for HCM Training is the first step, in terms of preparation, in setting expectations and understanding the timeline for learning about CUNYfirst and using the new system. The presentation and topics will be geared to the HR Professional, Affirmative Action Officer, Campus Budget, and others who are involved in the recruitment, hiring and appointment processes.

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Training is essential and required to understand and use the new system. Training has been prepared and customized to support each user in successfully using the new system. Remember – No training, no access.

- **Help Desk**

Help Desk managers and analysts from CUNY attended a meeting this week that focused on the upcoming CUNYfirst launches and how that might impact them. The agenda focused on training, an overview of the upcoming HR processes, the efforts to support users in conjunction with the Help Desks and the tenets of good customer service. The meeting was lead by Anna Finn and was well attended with key question answered about the CUNYfirst versus CUNY portals (they are separate) and how to speed up resolution of issues.

- **Procurement**

Procurement meetings were held this week to determine university-wide standards for adding new vendors to CUNY's long list of contractors, and for using a universally recognized system to track and analyze purchases. The Commodity Code Committee will recommend how to utilize a system called UNSPSC (United Nations Standard Products and Services Code and a system called NAICS (North American Industry Classification) to identify vendor offerings.

To track vendors, a meeting was held to begin the conversation of how do we manage and maintain files on those who we buy from. Moving forward the discussion becomes how we manage vendor accounts at our colleges and what centralized management and oversight will drive new processes.

- **General Ledger Update**

From Thomas Zhou, Acting Assistant Controller:

The conversion of historical data into CUNYfirst General Ledger (GL) is now complete. The CUNYfirst GL was offline to the user population from April 23 to May 5, 2009. During this time, the GL team and staff from the Office of the University Controller converted historical data (fiscal year 2007 and 2008) into the General Ledger and reposted fiscal year 2009 GL data.

Historical data is important for establishing the beginning balance for fiscal year 2009 as well as allowing for comparative reporting. In addition, since many changes had been made to the crosswalk (the translation between FAS and CUNYfirst) it was felt that reloading the data was a prudent undertaking. As some of the mappings changed, users may see data in different ChartField combinations than before, but rest assured, it is all there.

These were the driving factors behind the down time, and we thank the user community for their patience and support.

I also want to express my thanks and admiration to the following individuals: Irene Lam, David Hill, Maple Liu, Eileen Wei, Greg Provinsal, Mike Santelises, Ray Tam, Georgina Berecz, Bill Telford, Judith Moreno, and Ryan Chandler. Although the GL was unavailable for two weeks, the conversion had been going on for some time, and we never would have completed this effort had it not been for their hard work and dedication to this effort.

- **Student Services – Financial Aid**

This past Monday, CUNYfirst Core Team leadership, along with our Campus Solutions team members, met with the Financial Aid Directors to discuss issues that have arisen during the creation of a FA solution for CUNYfirst. University Dean Bob Ptachik hosted the meeting to update the group on efforts to understand the goals of creating a new FA system while understanding college concerns. The key areas covered were one-term aid packaging for students and the challenges of reconfiguring the PeopleSoft product for campus needs, understanding the governance model for unresolved issues and how final decisions will be made, the desire for a “sandbox” environment for the potential users (a sandbox is a system where someone can use to practice skills or learn how processes work – not a live environment) and the current project plans for rolling out student applications within the year for Queens and Queensborough and the Wave Two colleges. Discussions of each area came back to the desire of all to provide the optimal services for our students.

- **Project Update – Key Target Dates**

A reminder of the key project dates:

- May 12 –Employee Data send to Campuses and University Offices for Final Validation
- Week of May 18 – HR Professionals - Training Orientation
- May 26 – HR User Training Begins – 5 days a week/3 sessions per day/6 Borough Centers (500-600 users)
- May 27 – Go/No Go Decision
- June 1 – Line Item Budgeting & Course Catalog Training Begins (Small population of users – Budgeting 60-100, Course Catalog - 40)
- June 19 - Go-Live – HCM/TAM, Line – Item Budgeting, Course Catalog (Vanguards only)

Happy Mother’s Day to all of our colleagues who are mothers and to the mothers of us all.



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