

## Fridays @ first – Summer Thursday Edition

July 24, 2008

### ❖ **Student Administration (Campus Solutions) – Financial Aid**

How CUNY Financial Aid professionals and students will work in a CUNYfirst environment remains the focus of FA sessions that continued this week. Our FA community is looking at current and future processes. One key element is the need for CUNY policies and procedures that will be adopted university-wide once the CUNYfirst Financial Aid systems are in place. For example: Security and access – who will be able to have access to the fields in a student's record? That and other decisions are an important discussion point as we move toward integrating processes across the university and have inter-connected processes available to many professionals within our student administration offices at our campuses.

The next two FA sessions will be held in conjunction with Bursars. Those are scheduled for August 5 & 6. The August 5<sup>th</sup> session will discuss Financial Aid - Student Financials processes. On the 6<sup>th</sup>, the group and campus registrars will meet together to consider Return to Title IV procedures.

### ❖ **Human Resources (Human Capital Management)**

It was announced this week that Jeanne Blazina is the new HR module lead for CUNYfirst. Jeanne has been on the project since October of 2007, coming from Baruch College where she served as Deputy Director of Human Resources. Jeanne replaces Art Brown who left in June to become Vice President of Human Resources at the Fashion Institute of Technology. Jeanne has been with CUNY for over 20 years and has her Masters Degree in Industrial and Labor Relations from Baruch. Her vast knowledge of CUNY HR systems, her connections to colleagues throughout the university, and her leadership will serve this project and CUNY well. Congratulations to Jeanne.

### ❖ **General Ledger & General Ledger Training**

CUNYfirst Finance Liaisons met Thursday, July 24 for the first time since the General Ledger was launched on July 1. On the agenda was an update on a number of processes and procedures that are available to our finance professionals in CUNYfirst as well as the delivery of reports. Next Wednesday, the University Controller's Office will hold its 4<sup>th</sup> annual Tuition & Fees Training Seminar. The objective of the seminar is to familiarize the colleges with the CUNYfirst system and to ensure that data will be reported accurately and consistently by all the colleges using the new CUNYfirst chart of accounts. An invitation to attend was sent out earlier this week.

### ❖ **GL Certification**

Something that needed clarification is how those who take training get certified. A person is certified for access to CUNYfirst (and thus, the General Ledger), when they have taken the current suite of classes for access.

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That person would fill out a form that can be found on the CUNY CIS Security Website: [http://portal.cuny.edu/cms/id/cuny/documents/INFOSEC/FIRST\\_Forms/Docs/CUNY\\_GL\\_sec\\_accessform.pdf](http://portal.cuny.edu/cms/id/cuny/documents/INFOSEC/FIRST_Forms/Docs/CUNY_GL_sec_accessform.pdf) , which must be signed by that person's supervisor, with accompanying signatures from the Training and Finance liaison from the campus. The form is then given to the Security Liaison who would assign them a CUNYfirst ID and initial password (which needs to be changed after the initial sign on).

### ❖ **GL Training**

Classes continue for General Ledger Training. Users who still have not taken individual or the full suite of classes for access to GL can sign up via the ELM system until August 11. That is where they can check the calendar for dates, times and availabilities. Some offices, because of work load, are waiting to enroll some staff when on-line training becomes available in mid-August. The next suite of classes for General Ledger, interfaces, budgeting and reporting, will begin after our trainers have learned the steps needed to show users how to perform tasks.

### ❖ **Procurement**

Over 20 Procurement Liaisons from around the university attended PeopleSoft training this week, July 21 – 24. They were instructed on PeopleSoft's procurement processes in advance of the configuration and design work that will do that will follow. We are appreciative of their time and patience this week to learn the steps they will analyze toward building the CUNYfirst Procurement applications.

Have a great weekend

John Ray  
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