

# News from

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[www.maine.edu/system/mainstreet/](http://www.maine.edu/system/mainstreet/)



## *“The times, they are a’changin’” reprise*

The **Employee Update** newsletter (**News from MaineStreet’s** predecessor) quoted Bob Dylan back in April 2005 as we prepared to move to our new Financial Management system. Now times are changing once again in the University of Maine System, and even more of us will be involved (see page 2 for “What, when, who”) as we begin to implement various parts of Campus Solutions on MaineStreet.

Be prepared for this inevitable and exciting change. And remember that change can bring stress as you learn new procedures and leave behind the old, familiar ways. Remember also that there are ways to combat the uncertainty and stress. Some thoughts:

This time around, we have the advantage of using UPK (see <http://www.maine.edu/system/mainstreet/aboutupk.php> for more about UPK) to learn how to perform tasks in our new system. You’ll be able to access step-by-step help right at your work station. No need to panic if you get stuck.

Get together with colleagues and share experiences, knowledge, tips. Everybody benefits.

Get away from your computer screen from time to time. Take advantage of your break times to give your brain, eyes, and muscles a rest.

*“Through humor, you can soften some of the worst blows that life delivers. And once you find laughter, no matter how painful your situation might be, you can survive it.”*

*-- Bill Cosby*

Try to keep your sense of humor. Laughter can help to reduce your stress levels and clear your head.

Take care of yourself. Try an energizing workout at the gym, some stretches at your desk, quiet time with a good book or movie, a brisk walk.

If you are still feeling the stress, call for help. If your concerns mostly relate to specifics about the Campus Solutions implementations, please call on your campus IDP team members (see list on page 3).




If your worries are more generalized and affecting your ability to cope, please call your campus Employee Assistance Program Office. At UMaine, dial 581-4014. On other campuses call the UMS EAP number (1-877-622-4327). Resources are available to help you.

And as was true back in April 2005, **these changes provide a wonderful opportunity for us to keep current with skills needed for today’s workplace**—in the University of Maine System or elsewhere. We need to take advantage of this opportunity.

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**Something else that’s changing:** *Benefits Enrollment in MaineStreet will be open for business from November 5 through November 30, 2007. For the very first time, employees will be able to enter their own benefit elections in their Employee Self-Service pages.* ☞


# Campus Solutions: what, when, who

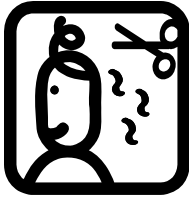
<b>Go to MaineStreet for:</b>	<b>When?</b>	<b>Affects:</b>
 Begin building Fall 2008 class schedule	September 2007 and beyond	Student Records IDP Team; all academic departments (depending on campus)
 Application fees and payments	October 1, 2007 and beyond	Admissions Offices; Business Offices; Shared Processing Center
 Fall 2008 enrollment deposit processing	October 1, 2007 and beyond	Admissions Offices; Business Offices
Begin transfer credit evaluation for Fall 2008 new admits	February 2008 and beyond	Admissions Offices; Transfer Officers; Student Records Offices; Financial Aid Offices; academic departments (depending on campus); incoming transfer students
Processing FAFSAs for Summer and Fall 2008	February 2008 and beyond	Financial Aid Offices
Summer and Fall 2008 priority financial aid awarding	March 2008 and beyond	Financial Aid Offices
Academic Advisement (available)	March 2008 and beyond	All academic departments, depending on campus; Academic Advisement IDP Team; Student Records Offices; students
Fall 2008 registration, including student self-service	March/April 2008 and beyond	All academic departments; all students; Student Records Offices
Disburse summer 2008 financial aid	May 2008 and beyond	Financial Aid Offices; Business Offices
Conversion of Spring 2008 grades from ISIS to PeopleSoft	June 2008 and beyond	Student Records IDP Team
Calculate tuition and fees for Fall 2008; disburse Fall 2008 financial aid; print and mail bills	July 2008 and beyond	Student Financials IDP Team; Financial Aid Offices; Business Offices
Spring 2009 registration, including student self-service	November 2008 and beyond	All academic departments; all students; Student Records Offices
Fall 2008 final grades	December 2008 and beyond	All academic departments; Student Records Offices
Disburse Spring 2009 Financial Aid	December 2008 and beyond	Financial Aid Offices; Business Offices

**The above chart does not include every process in every office that will be shifted to our new system, but is meant to provide an overview of the major events. Many implementation details are campus-based. Highlighted rows have the potential to involve all academic departments, depending on campus.**

If you have a question about any of these milestones and how they might impact you, please contact an IDP team member from your university for campus-specific information. See lists on next page.

**Remember:** as we begin going down MaineStreet to do each of these tasks, we will be leaving our legacy systems behind.

 means milestone has been successfully met.



## Shortcuts

Did you know? In Campus Solutions (and in HR 8.9 for that matter), you can use the **Find Feature** to quickly locate what you are looking for when there are many rows of data to search through. Press **[Ctrl+F]** to open the dialog box you see in the middle of this example. Type in the name you're looking for or a portion of it, click on **Find Next**, and bingo! You're there.

The screenshot shows a web application interface with a search results table. A 'Find' dialog box is open, allowing the user to search for a specific name. The table lists various individuals with columns for ID, Name, Gender, Date of Birth, Campus ID, National ID, National ID Country, NID Short Description, Last Name, and First Name. The 'Find' dialog box is currently displaying 'Find what: krott' and has a 'Find Next' button highlighted.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor, Jane Elizabeth	Female	****/****/****	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr, Elizabeth	Female	****/****/****	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes, Maria	Female	****/****/****	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley, David William	Male	****/****/****	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw, John	Male	****/****/****	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly, Michael	Male	****/****/****	(blank)	*****	USA	SSN	O'REILLY	MICHAEL
KA0007	Pearce, Warren Frank	Male	****/****/****	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks, William	Male	****/****/****	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlson, Eric	Male	****/****/****	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown, Marcus	Male	****/****/****	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton, Jack	Male	****/****/****	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers, Nicole C	Female	****/****/****	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell, Kevin Andr	Male	****/****/****	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford, Justin	Male	****/****/****	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton, Linda	Female	****/****/****	(blank)	*****	USA	SSN	HAMILTON	LINDA
KA0016	Ridgestone, Lucas	Male	****/****/****	(blank)	*****	USA	SSN	RIDGESTONE	LUCAS
KA0017	Paulik, Joanne	Female	****/****/****	(blank)	*****	USA	SSN	PAULIK	JOANNE
KA0018	Miles, Grant	Male	****/****/****	(blank)	*****	USA	SSN	MILES	GRANT
KA0019	Anderson, Diedre Jane	Female	****/****/****	(blank)	*****	USA	SSN	ANDERSON	DIEDRE
KA0020	Awang, Muihamed	Male	****/****/****	(blank)	*****	USA	SSN	AWANG	MUIHAMED
KA0021	Alexander, Fiona Margaret	Female	****/****/****	(blank)	*****	USA	SSN	ALEXANDER	FIONA
KA0022	Douglas, Cathy Jane	Female	****/****/****	(blank)	*****	USA	SSN	DOUGLAS	CATHY
KA0023	Bones, Steven James	Male	****/****/****	(blank)	*****	USA	SSN	BONES	STEVEN
KA0024	O'Donnell, Luke Malcolm	Male	****/****/****	(blank)	*****	USA	SSN	ODONNELL	LUKE
KA0025	Jones, Terry John	Male	****/****/****	(blank)	*****	USA	SSN	JONES	TERRY
KA0026	Dalton, Carol Margaret	Female	****/****/****	(blank)	*****	USA	SSN	DALTON	CAROL
KA0027	Wen, Brandon	Male	****/****/****	(blank)	*****	USA	SSN	WEN	BRANDON
KA0050	Hodder, Jasper	Male	****/****/****	(blank)	*****	AUS	Prev AGS	HODDER	JASPER
KA3001	Agar, Mary Jane	Female	****/****/****	(blank)	*****	USA	SSN	AGAR	MARY
KA3002	Barlow, Max Adam	Male	****/****/****	(blank)	*****	USA	SSN	BARLOW	MAX
KA3003	Ronson, Marcus Graham	Male	****/****/****	(blank)	*****	USA	SSN	RONSON	MARCUS
KA3004	Kennedy, Melissa	Female	****/****/****	(blank)	*****	USA	SSN	KENNEDY	MELISSA
KA3005	Kroft, Keryn	Female	****/****/****	(blank)	*****	USA	SSN	KROFT	KERRYNN

## Campus Representatives to IDP Teams

### Financial Aid IDP Team

#### **Sarah Doheny, Subject Matter Expert**

Peggy Crawford, Connie Smith, Kelly Robinson: UM  
 Leslie McCormick, Michael Clements: UMA  
 Ron Milliken: UMF  
 Ellen Cost: UMFK  
 Stephanie Larrabee: UMM  
 Chris Bell: UMPI  
 Keith Dubois, Helen Parker: USM

### Academic Advisement IDP Team

#### **Peter Reid, Subject Matter Expert**

Mary Malone, Tammy Light: UM  
 Tricia Dyer: UMA  
 Hazel Doak, Carla Degraw: UMF  
 Don Raymond: UMFK  
 Mary Stover: UMM  
 Lorelei Locke: UMPI  
 Mark Menezes, Steve Rand: USM

### Student Records IDP Team

#### **Peter Reid, Subject Matter Expert**

Tammy Light, Linda Reid, Jan Williams: UM  
 Ann Corbett, Emily Johnston: UMA  
 Carla Degraw: UMF  
 Don Raymond: UMFK  
 Mary Stover: UMM  
 Kathy Davis: UMPI  
 Pat Davis, Steve Rand: USM

### Student Financials IDP Team

#### **Sharon Nadeau (UMF), Subject Matter Expert**

Dennis Casey, Jake Sension, Dawn Marie Glidden: UM  
 Holly Maffei, Emily Johnston: UMA  
 Sharon Nadeau: UMF  
 John Murphy: UMFK  
 Barbie Holmes: UMM  
 Eldon Levesque: UMPI  
 Marty Berry, Holly Spencer: USM



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Shopping Break

Did you know...that many of the contracts available in the Shopping Plaza support local Maine businesses? Maine businesses supply everything from paint brushes to furniture to computers, and much more.

New Contracts at the Shopping Plaza:

- Records Management Center (record storage and destruction, including paper, computerized, floppy disk, etc.)
Grainger (industrial supplies)

Help to spread the word! The Shopping Plaza is so easy to access—just click on the "Shopping Plaza" link in your MaineStreet portal.

Scene on MaineStreet

For the past year, Financial Aid offices System-wide have devoted many hours to preparing for implementation of a new Financial Aid system within Campus Solutions. Helping to coordinate that process is Sarah Doheny, subject matter expert for Financial Aid.



Sarah joined the implementation effort as SME in September 2006 while completing her master's degree in Public Administration at the University of Maine (she graduated in December). Prior to that, she worked as a graduate assistant in the Office of Financial Aid at UMaine.

Sarah lives in Old Town and can often be seen in the early morning hours exercising (herself and) her dogs, Rupert and Ranger.

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Your comments are welcome.

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