“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/mainestreet/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 workstation. 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.

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.

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

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

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.
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.

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**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 Miliken: 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 Sensen, 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
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.