

# News from



Vol. 2 Issue 1  
February 2007

<http://www.maine.edu/system/mainstreet/>

## *Heard on MaineStreet:*



- You have struggled to learn a new system that sometimes seems to be “user-unfriendly.”
- You believe that increased experience = increased comfort and capability with the system.
- You may have to use more keystrokes or clicks to do the work you used to do with a few.
- You appreciate the greater attention to detail that is required by this complex system.
- You welcome the challenge of mastering the new system.
- You hate it and prefer not to go there.
- You may have found that your workload has increased.
- You enter information that seems to have no value or purpose because you don’t actually “use it.”

*Honest,* there really is an added benefit to all of your work; you just might not see it yet.

One example is **Position Management**. PM crosses departments—human resources and budget departments both contribute to and use it.

Position Management is a new concept for the University System. When fully functional, it will allow us (among many other things—see box for a few) to report on the total number of **positions** in the System, as well as the **people** in them, such as “Department X has 28 positions; 25 of them are currently filled.”

This information is very important to a department creating a budget. Each of the three vacancies mentioned above has a budget (salary and benefits) attached to it. Knowing that, the department is able to report the true cost of its operation and can more accurately predict its budget liability.

From the perspective of the person responsible for managing the budget, this is useful stuff, but it goes further. Position Management is a “large picture” management tool, helpful not only to budget managers, but right on up the line—department chairs, deans, presidents, the chancellor—all can use the data both to report on and to plan for the economic future of your university.

Without correct data entered into the fields needed by Position Management, no one can get correct answers (“garbage in – garbage out”), and this nifty management and planning tool is pretty much worthless.

Another example is in **Admissions**, where staff are well aware of additional data entry required this year as the first class of applicants (for fall 2007) is admitted using the new system.

*Admissions: continued on page 2.*

**Historical data** A department can easily track its positions and maintain a record of who was in them over time.

**Organizational charts** Units can create charts showing who reports to whom.

# HRMS ⇔ Version 8.9!

**A** lot of the buzz on MaineStreet these days surrounds the upcoming upgrade of HRMS to Oracle/PeopleSoft version 8.9 (from 8.0), scheduled for **March 13**. The word on the street is that this upgrade brings with it a bunch of improvements, both for HR staff and for the rest of us.

The HR functional team is working extra-long hours to fine-tune and test each business process in the new version. HR employees from all campuses have participated in testing and in Delta training (learning the new features available in 8.9).

Database administrators are building the databases (including the practice Sandbox) that will be needed by the new applications.

Technical team members are addressing and fixing all issues that have come up during development, tweaking the appearance of screens and how they work, to fit our specific needs. Security is being established and double-checked.



Trainers work alongside the other team members to get a complete understanding of how all the pieces fit together, and then develop materials that will help the rest of us learn to use the new features. Look for both quick guides and iDemos for staff and student employees.

If you're curious about what some of the new screens will look like, be sure to check out "A Peek A Week" on the [MaineStreet General Information](#) website. We'll be posting some screen shots and information about the new version from time to time leading up to go-live on March 13.

## **Admissions: continued from page 1.**

That said, however, admissions staff members have quickly learned that despite increased data entry, the system itself is far more intuitive and logical than ISIS. And as we become more familiar with the system, what originally seems cumbersome gets easier. There is that learning curve thing going on!

But back to the reasons for more data entry in admissions: data in more fields means we can get more information about our applicants, including detailed info about intended majors, recruiting regions, academic history, extracurricular activities, honors and awards, work history, parent information. All of this helps admissions staff to make informed decisions about applicants and their qualifications. These data can also be used to communicate with, track, or involve students who enroll at one of our universities. By capturing the data at the beginning, we can reap the benefit of using it when we need it after the students enroll.

Several UMS universities are using the "prospecting" feature (searching for students rather than gold) in PeopleSoft. This allows the university to track its communications with applicants, and to run reports that show which type of communication is most effective based on responses. Admissions can also track the effectiveness of its recruiting programs by determining which programs or what events have generated the greatest number of applicants.

Then when a prospect does apply for admission, information about that person has already been entered into the system, and the application can be attached to the already existing record.

Which brings the discussion right back to "Yes, we do hear you; we know that sometimes it's a lot more work. But we're investing in data entry...and this is why!"



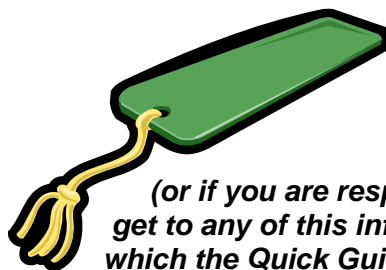
# Where can I find...?

<b>TO FIND:</b>	<b>USE THIS URL:</b>
<b>General Information about MaineStreet UMS</b> You can also find links to all of the information below from this website.	<a href="http://www.maine.edu/system/mainestreet/">http://www.maine.edu/system/mainestreet/</a>
<b>How to log in to the MaineStreet portal for employees</b>	<a href="http://www.maine.edu/system/mainestreet/EmployeeAccountInfo.php">http://www.maine.edu/system/mainestreet/EmployeeAccountInfo.php</a> and <b>before</b> you log in to the MaineStreet portal at <a href="http://mainestreet.maine.edu">http://mainestreet.maine.edu</a>
<b>How to log in to the MaineStreet portal for students</b>	<a href="http://www.maine.edu/current/psoft/UMSIDandPasswordInfo.php">http://www.maine.edu/current/psoft/UMSIDandPasswordInfo.php</a> and <b>before</b> you log in to the MaineStreet portal at <a href="http://mainestreet.maine.edu">http://mainestreet.maine.edu</a>
<b>User guides, iDemos, and practice Sandboxes for employees</b>	<b>After</b> you have logged in to the MaineStreet portal at <a href="http://mainestreet.maine.edu">http://mainestreet.maine.edu</a> . Choose <i>Training Tools and Materials</i> .
<b>User guides and iDemos for current students and student employees</b>	<a href="http://www.maine.edu/current/psoft/UserGuidesandDemos.php">http://www.maine.edu/current/psoft/UserGuidesandDemos.php</a> and <b>after</b> you have logged in to the MaineStreet portal at <a href="http://mainestreet.maine.edu">http://mainestreet.maine.edu</a>
<b>User guides and iDemos for prospective students and applicants</b>	<a href="http://www.maine.edu/system/mainestreet/InfoforStudentApplicants.php">http://www.maine.edu/system/mainestreet/InfoforStudentApplicants.php</a> and from the UMS Prospective Students website page at <a href="http://www.maine.edu/prospective/">http://www.maine.edu/prospective/</a> . Choose <i>Applicant Information</i> .



## A tip:

If you use bookmarks (on a university website) to link to the PAGE on



listed, and NOT to the Quick Guide or iDemo or Business Process itself.

(or if you are responsible for placing links on a get to any of this information, be sure to bookmark or which the Quick Guide or iDemo or Business Process is



Maine's  
Public  
Universities

UNIVERSITY OF MAINE SYSTEM

Administrative Systems Development & Support  
16 Central Street  
Bangor, ME 04401  
[www.maine.edu/system/mainestreet/](http://www.maine.edu/system/mainestreet/)

### A Project Glossary: HR Upgrade Terms

**Pay Cycle:** How frequently you are paid, e.g. biweekly (every two weeks), or monthly.

**Timesheet:** The page in PeopleSoft on which hourly or punch-time employees enter their hours worked (replaces "Elapsed Time" page). Also the page on which employees paid monthly enter their annual leave or disability hours.

**Time Period:** The period of time shown on a Timesheet. Time Period runs from Sunday to Saturday, and **does not** equate to Pay Period.

# "Scene" on MaineStreet



**Susan Apgar** is an important member of the team that is planning for and executing the HR upgrade to 8.9. As the University of Maine System Payroll Manager, Susan is responsible for ensuring that all payroll-related functions are designed and working properly. (Perhaps we should say *essential* rather than *important*!)

Although much of her time over the past months has been consumed with details related to the upgrade, on the rare occasions when she is not doing University business, Susan enjoys fishing, and—conveniently—lives on a lake.

If you happen to know Susan, you will know of her love for cats. Something you may not know about Susan, however, is that she graduated from USM with a degree in music, taught in the Portland schools for two years, and is a fine violinist.

### IN THIS ISSUE

Heard on MaineStreet .....	1
HRMS ⇄ Version 8.9! .....	2
Where can I find ...? .....	3
A tip .....	3
A Project Glossary .....	4
Scene on MaineStreet .....	4



**News from MaineStreet** is published by  
Administrative Systems Development & Support  
in the University of Maine System.

Eddie Meisner, Communications Coordinator  
207-973-3290 or [meisner@maine.edu](mailto:meisner@maine.edu)  
Your comments are welcome.

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender identity, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to Sally Dobres, Equal Opportunity Director, 207-621-3199 (voice) or 207-973-3300 (TDD), 16 Central Street, Bangor, Maine 04401.