

News from



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www.maine.edu/system/mainstreet/

Back-to-school Issue!



Returning to school after the summer always brings a sense of expectation, excitement, and maybe even trepidation—for faculty, staff and students. For all, the new semester typically means new opportunities and new assignments.

This year we may be feeling that tingle of expectation and trepidation for even more than the usual reasons, as we will learn to use our Oracle/PeopleSoft system in some new areas: Student Records, Student Financials, and Financial Aid.

For some of us the learning curve may be steep, especially if we're not accustomed to doing certain things online (entering grades or checking class lists, for example).

For others, reluctance to change from the familiar ISIS/WebDSIS to the new and unfamiliar PeopleSoft might make the learning curve steeper than it needs to be.

For all of us, the change is coming. We need to encourage open minds and readiness to accept new assignments. After all, education is what the University System is all about.

Read on in this issue of **News from MaineStreet** for some reminders about what you may need to learn, when, and how. Summer is over.



Learning is not child's play; we cannot learn without pain. —Aristotle

Campus Solutions: what, when, who

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

Here we go! Academic year 2007-2008 is the Year of the Big Push.

This chart gives you an idea about what is coming and who will be involved in the implementation of various pieces of Campus Solutions (PeopleSoft) on MaineStreet. The highlighted rows have the potential to involve all academic departments.



This effort is not one-size-fits-all, and different campuses are implementing pieces differently and even at different times. 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. (For lists, visit <http://www.maine.edu/pdf/October06news.pdf>)

These milestones can sometimes be moving targets, and might change a bit from month to month as setup is hammered out, processes nailed down, and user testing completed. You'll see an updated version of this chart frequently in the coming months in **News from MaineStreet** until all of these milestones have been met. And keep in mind that as we begin using PeopleSoft for each of these procedures, we will be leaving our legacy systems behind.

The above chart does not include every process in every office that will be shifted to PeopleSoft, but is meant to provide an overview of the major events. Many implementation details are campus-based.

Coming your way: UPK!

Oracle's **User Productivity Kit (UPK)** was introduced in the July 2007 issue of **News from MaineStreet**. UPK is a tool that will help you learn to use our PeopleSoft systems at your desk, at your own pace, and at a time that fits in your work schedule.



The **See It!** option allows you to **watch** a demonstration of a specific process—changing a name or searching for a course, for example. Your hands don't touch the keyboard or mouse. **Try It!** walks you through the process by **showing you** each mouse click or keystroke you should make, and **you do the clicking and keyboarding**.

When you feel comfortable actually doing the process yourself, **Know It?** will "observe" you as you work and will stop you and point you in the right direction if you try to do something incorrectly. **See It!, Try It!, and Know It?** are simulations that work from the UPK database; you cannot mess up anything that's "live" in PS.

The **Do It!** option is available by clicking on the "Help" button that will appear on every PeopleSoft page. **Do It!** will open a small window alongside the PeopleSoft page on which you are working. It will show you the next step you should take in the process you're trying to complete. **Do It!** helps you while you are right there, live in PeopleSoft, doing real work.

See It!, Try It!, Know It? and **Do It!** will be available for each new process in Campus Solutions as it is rolled out (refer to page 2 for anticipated timeline). And that's not all. You'll also have access to written documentation—manuals and job aids (UPK uses the term "job aid" as we have used "Quick Guide" in past implementations). These materials will be found under "Training Tools and Documentation" on the MaineStreet portal.

The tools provided by UPK are not meant to replace hands-on training, however, but to enhance it. If your job responsibilities fall into any of the student services areas indicated on the chart on page 2, you may be contacted by your campus training coordinator for hands-on classroom instruction.

To start, UPK will be used mostly for Campus Solutions as those processes go live, but expect to be able to use it to learn Employee Self-Service functions soon. Eventually training materials for Financials and more of HR will be available in UPK form, as well.

Help to spread the word!

Shopping Break



OfficeMax: Did you know that you can search the UMS OfficeMax website even if you don't have a User ID? To find out how, visit the **Shopping Plaza** and click on the OfficeMax contract link.

New Contracts at the Shopping Plaza: Carpet & Flooring—Bentley, InterfaceFlor, Lee, Milliken, Mohawk, and Tandus.

Coming Soon:

Library Shelving and Furniture
MRO Supplies, Plumbing Fixture Parts
Scientific Instrumentation, Life & Analytical Science Products, Ultra Pure & Fine Chemicals

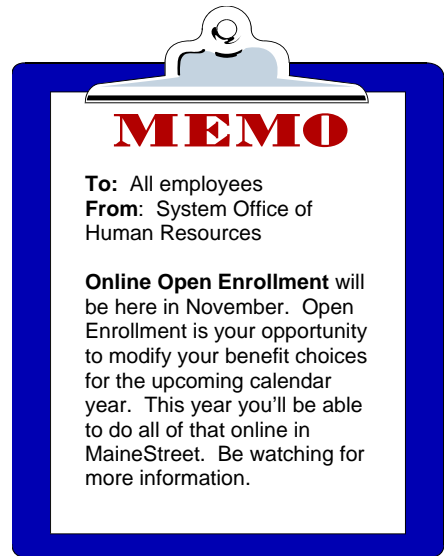
Help to spread the word! Tell all your colleagues!
The Shopping Plaza is so easy to access—just click on the Shopping Plaza link in your MaineStreet portal.



Maine's
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UNIVERSITY OF MAINE SYSTEM

Administrative Systems Development & Support
16 Central Street
Bangor, ME 04401
www.maine.edu/system/mainestreet/



MEMO

To: All employees
From: System Office of
Human Resources

Online Open Enrollment will be here in November. Open Enrollment is your opportunity to modify your benefit choices for the upcoming calendar year. This year you'll be able to do all of that online in MaineStreet. Be watching for more information.

Scene on MaineStreet

For our special back-to-school issue, a special scene...capturing someone who really appreciates the value of education and learning: Chancellor **Richard Pattenau**.



Rich joined the team at 16 Central Street on July 1, 2007, following 16 years as president at the University of Southern Maine. As chair of the UMS IT Committee for several years, Rich is well aware of the benefits—and the difficulties—of employing and learning new technology.

“Wow! Implementing PeopleSoft is an enormous challenge and people are working very hard at the campus level and at the System level to make it happen,” says Rich. One key thing to remember, he adds, is that **“we did not have a choice about this.** The legacy systems are not serving us well and are increasingly fragile.”

We will all need to take a deep breath and push on.
--Chancellor Rich Pattenau

Since implementation of both HR and Financials occurred while Rich was president of a campus, he knows just how challenging these events can be for university staff, and those previous implementations weren't even in the areas of student services. **“The work we are engaged in right now in financial aid and student records is probably the most important, along with admissions [implemented in summer 2006], because this so fundamentally affect students and our ability to serve them,”** he says. “We are providing some additional resources at the System level to support the campuses, but there is no denying this is a demanding project.”

When not performing his chancellorial duties, Rich—who prefers “Rich” to “Chancellor”—enjoys playing golf, reading historical novels (his degrees are in economics and political science) and...car racing. Who knew?



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Administrative Systems Development & Support
in the University of Maine System.
Eddie Meisner, Communications Coordinator
207-973-3290 or meisner@maine.edu
Your comments are welcome.

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