



Employee Update

Issue No. 18

www.maine.edu/system/pe/project_enterprise.php

May 2006

July 31: *Campus Solutions*

Campus Solutions is Oracle/PeopleSoft's new name for what we have been calling "Student Administration Services." This is the module that comprises Academic Structure, Campus Community, Admissions & Recruitment, Student Records, Student Financials, Academic Advisement, Financial Aid, and Contributor Relations.

What happens on July 31? Implementation of Academic Structure (setup tables in PeopleSoft), Campus Community (central repository of "person information") and Admissions & Recruitment.

What's the training schedule leading up to July 31? Training began in mid-May, with overview sessions at each university, along with focused, hands-on training for people who will be able to update students' personal information in Oracle/PeopleSoft, and for those in Admissions Offices. Soon after your training, you have access to the Campus Solutions practice database (the sandbox). If you have questions about the training on your campus, contact your Training Coordinator:

UMaine:	David Scheidt dscheidt@maine.edu	581-2365
UMA:	Pam Ford-Taylor pftaylor@maine.edu	621-3007
UMF:	Sharon Nadeau sharonn@maine.edu	778-7254
UMFK:	Tamara Mitchell tamara@maine.edu	834-7533
UMM:	Rose Mondville mondvill@maine.edu	255-1224
UMPI:	Lida Pinkham lida.pinkham@maine.edu	768-9466
USM:	Pat Davis patdavis@maine.edu	780-5911

Two important points about training:

1 When you begin using the new system during and after training, you help the technical and functional teams to trouble-shoot and check out the system. This is important. Tweaks can be made where necessary.

2 Training is not delivered on a perfect system; the training database (and the sandbox) will never look exactly like what you will see at go-live.

When will we implement the rest of Campus Solutions?

Here's the timeline for all of Campus Solutions:

• Academic Structure	July 31, 2006
• Campus Community	July 31, 2006
• Admissions & Recruitment	July 31, 2006
• Student Records	March 24, 2008
• Student Financials	March 24, 2008
• Academic Advisement (what we call Degree Audit)	March 24, 2008
• Financial Aid	January 26, 2009
• Contributor Relations	unscheduled as yet



Reminder!

Are you a Requisitioner in PeopleSoft Financials?

If you're responsible for requisitions in your department, are you sure you're using the correct procedures? Have you forgotten stuff you learned last year in training? Don't forget that there are some online materials available to help you.

Two courses may be of special interest, whether you're a new employee or whether you simply need a refresher about Financials. **UMS Financials Overview** and **Requisitions and Receiving** are both available through the Blackboard course management system. The courses are set up so that anyone can get access to the material, using the "guest" login.

If you're a new employee, however, you should probably enroll as a "real" student so you can take the exams. To do this, contact Eloise Kleban (eloise@maine.edu or 973-3284).

To access the Blackboard courses as a guest:

1. Use a browser to go to <http://www.courses.maine.edu>
2. Click the login button and on the next page instead of actually logging in, click the "Preview" button to get in as a guest.
3. At the top of the page, click the "Courses" tab.
4. You can either search using part of the course name or you can click the "Y: Non-Credit Courses" link on the bottom right, and then find the courses in the non-credit courses list that you'll see.
5. Click on the specific course you want.

The **Overview** covers information like signing in and out, how to use the menu to navigate, searching, page elements, etc.—all things that apply to all users of PeopleSoft. The **Requisitions** course covers the material in the Requisitions/Receiving Manual and the pre-implementation training that was offered in the spring and summer of 2005.

The Scoop: May update

Shared Processing Center

Jonathan Henry, Interim Director of the Shared Processing Center, reports great progress in plans for the Center. He anticipates that Center staff will be in their new home in Neville Hall on the campus of The University of Maine by July 5. In addition to Jon, the staff will consist of five data processing coordinators (DPCs) and a data operations manager. The search for these employees is underway at press time. The search for the DPCs is internal to four offices (Admissions, Registrar, Financial Aid, and Bursar [Business Office]) at each University of Maine System institution.

Meanwhile, the Center Document Management Redesign Team (CDMART), whose membership includes staff from each undergraduate admissions office, is addressing the questions about "what flows where" in the new admissions process, and determining the most efficient and effective methods for dealing with documents—both paper and electronic—that will arrive at the Center. With the new web-based UMS application in place, it is expected that many applications for 2007 and beyond will arrive on-line (currently, about 30 percent of applications across the System are submitted electronically). However, a process for dealing with the hard copies that are mailed in—receipt, entering data, disposal of documents—must also be established.

The Center, as noted previously in *Employee Update*, will receive applications for the Summer and Fall 2007 semesters. Admission applications for Spring 2007 will still be entered into ISIS by local campuses. Other student services processes will be phased into the Center over time, coordinating with local One-Stop Centers on the campuses.

A Project Glossary: Campus Solutions

Bio-demographic (bio-demo) data: Basic information about an individual, including name, address, birthdate, gender, ethnicity, address(es), email address.

Effective dating: A means of capturing data for a given field over a period of time. An example: on self-service bio-demo pages, PeopleSoft keeps a record of all address changes and their effective dates, rather than deleting the old address when the new one is entered. In addition, a new address with an effective date in the future could be added, as could an additional future date row to change the address to something else. (Effective dating does not exist in ISIS.)

National ID: PeopleSoft's term for U.S. Social Security Number or Canadian Social Insurance Number.

Service Indicator: Appears on Student Services Center page and on prospect and application pages as star icon (positive) or circle-with-slash icon (negative). Negative service indicators equate to "holds" in ISIS. Positive service indicators can be used to indicate other information about a student, such as "student-athlete" or "Dean's List."

For more of "A Project Glossary," visit

<http://www.maine.edu/system/pe/AProjectGlossaryCampusSolutions.php>



Dear Project Enterprise:

I have a lot of questions about Campus Solutions. Where can I find some answers?

Signed, On a Quest

Dear OaQ:

Most of your questions will probably be answered in the Campus Solutions: The Big Picture overview session or during training. But you might check the new FAQ list on the Project Enterprise website, at <http://www.maine.edu/system/pe/FAQsforCampusSolutions.php>. These questions were asked by participants in pilot group sessions held at each University of Maine System university earlier this spring. If you have a specific question that isn't covered in that list of Questions and Answers, please write again. ✉

The Enterprise Portal: Another New Look

A few months ago the Enterprise portal underwent its own makeover, from a simple log-in page to a screen that you can personalize and that displays much more information. (The portal provides access to our UMS Enterprise administrative computing applications, including PeopleSoft.)

Now, **the appearance of your portal pagelet may change** again. The list of menu items you see on the left side of the screen is being remodeled. All of your current menu picks will still be there, but they may be rearranged into a different order.



As the training team prepares training materials and documentation for the Campus Solutions implementation, **those materials will be available on-line**. If you are an end-user being trained to use Campus Community or Admissions & Recruitment, you will see in your menu list some new links to the training materials related to those modules. (Conversely, if you are not training in these areas, those links will not appear on your menu.)

If you don't see menu items you think you should see, if you see things that confuse you, or if you have questions about the way your portal page appears, contact Eddie Meisner (meisner@maine.edu or 973-3290).



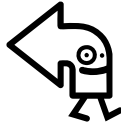
Maine's
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Coming in our next issue:

- ✓ Update on October 10 HR upgrade to 8.9!
- ✓ Update on search for name to replace PeopleSoft!



Looking for more information about the PeopleSoft implementations? Need to locate some training materials? Check the Project Enterprise website.

The People Behind the Project



John St. Peter (left) is caught in an uncharacteristic pose—generally he is sitting behind his computer building databases. John is Senior Technical Support Specialist for Project Enterprise. He (assisted by a staff of one) is responsible for constructing, fine-tuning, and maintaining all of the infrastructure, including databases and web servers, used in developing all PeopleSoft applications. John says he considers himself the “help desk” for his end-users—the developers and program support folks. You generally don’t see the work that John does, but you sure do know when it isn’t working right.

John lives in Old Town and when he isn’t busy building databases (he’s pretty busy these days), he volunteers at his three children’s schools and coaches soccer travel teams. He also serves as president of the Old Town Soccer Club.

Back by popular demand: A Peek A Week



If you were among the many hundreds of UMS employees who were trained on and now use Oracle/PeopleSoft Financials, you may have checked out the “A Peek A Week” feature on the Project Enterprise website last year. If you’ll be using any of the soon-to-be-implemented Campus Solutions screens, you might now want to take, shall we say, another peek. Now that we’re entering the final few months prior to implementation of Admissions and Campus Community, we’ll be focusing on some snippets of information related to student services administration, including screen shots and other tidbits. Visit http://www.maine.edu/system/pe/project_enterprise.php.

Employee Update is published by Project Enterprise in the University of Maine System.

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Your comments are welcome.

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IN THIS ISSUE

July 31: Campus Solutions	1
Are you a Requisitioner?	2
The Scoop: May update	2
A Project Glossary	3
The Enterprise Portal	3
Dear Project Enterprise	3
The People Behind the Project	4
Back by popular demand	4