

## Campus Solutions: the timeline

### What's next?



Unlike the really big bang events of the past couple of summers (Financials in 2005 and Campus Community and Admissions & Recruitment in 2006), our next implementations in student administration services will be more gradually phased in (they'll still make big bangs, but just not all at once).

The plan is actually quite straightforward: we'll begin using parts of our new software system as they naturally occur in the academic year business cycle.

For example, beginning this fall (2007), application fees and enrollment deposits will be processed in MaineStreet using PeopleSoft. Then, following the natural sequence of things, enrollment deposit refunds will be made from the new system in January 2008. In March, financial aid awards will be made in PeopleSoft. In March and April, registration for fall 2008 will occur, again in the new system, not in ISIS.

And so on. As tasks naturally arise during the course of the academic year, they will be shifted from legacy systems into PS's Campus Solutions. Elements of **Financial Aid**, **Student Records**, and **Student Financials** will be rolled out to meet the requirements of the academic year cycle. ↻

### Campus Solutions milestones for the next twelve months:

2007 Milestones: begin using PS for	
Application Fees	September
General Ledger Interface	September
Enrollment Deposits	October
Transfer Credit Evaluation	November
2008 Milestones: begin using PS for	
Enrollment Deposit Refunds	January
2008/2009 ISIR Loads for Financial Aid	February
2008 Fall Priority Financial Aid awards	March
2008 Fall Registration	March/April
Self-Service available for 2008 Fall Registration	March/April
Drop dismissed and suspended students from Fall 2008	June
Calculate Fall 2008 Tuition/Fees	July
Post Fall 2008 room and board charges	July
Disburse Fall 2008 Financial Aid	July
Process and mail Fall 2008 bills	July
Enroll students in Fall 2008 payment plans	July

## Wondering about training before you have to use the new MaineStreet/PeopleSoft system?



### *Announcing a new arrival named UPK!*

#### **What the heck is UPK and why should I care about another set of initials?**

UPK = User Productivity Kit. Without getting too boringly technical, this handy tool will help us to create training resources, both instructor-led and web-based, that are easy for end-users to work through and **look just like what you will see in “real life.”**

You'll be able to get step-by-step **help while you're actually working on a PeopleSoft page.** Or you can practice the process using a simulation before trying it “live.” These options—and others—will appear right on each MaineStreet/PeopleSoft page, available at the click of the mouse, whenever you have a question, forget what to do next, or otherwise get stuck and need help.

Initially, all training resources for the Campus Solutions processes mentioned on page 1 will be developed using UPK, so depending on your job responsibilities, you may be seeing the benefits of this nifty tool soon. Eventually, training materials for Financials and HR will appear in UPK form as well.



### **Shopping Break**

#### **USM saves time and money using Shopping Plaza contracts!**

- USM recently needed to purchase furnishings for a new dorm. The campus turned to the Shopping Plaza; the result of their shopping trip? Seven purchase orders covering approximately \$657,000 for furnishings (all for brands specified by the architect) that came in at about 27% under budget with **no bid process!** Why? Contracts on the Shopping Plaza have already been competitively bid.

If you have not already done so, please visit the Shopping Plaza. The next time you are looking for something you'll know where to check first. The variety of products, name brands, styles, and low prices on the Shopping Plaza will save you time and money.

#### **Lower prices for US Cellular!**

- There is an updated contract on the Shopping Plaza; the monthly charge is now only \$3.50 (less than half what it was) per month, and \$0.03 per minute (a 25% reduction) for the basic US Cellular plan.

*For more information, please click on the **Shopping Plaza** link in your MaineStreet portal.*





## **One year later at the Shared Processing Center Looking back, looking ahead**

On August 1, 2006, the University of Maine System's new Shared Processing Center opened for business and began accepting and entering student applications and credentials for admission for summer and fall 2007. Student loan collection services for three universities were also part of the Center's inaugural responsibilities.

The past year has been, by turns, exciting, frustrating, and challenging for the Center and for the campuses. There were new student application processes to be learned, glitches to be worked out, efficiencies to be realized, challenges to be met.

There were growing pains associated with starting a new Center and a new software system simultaneously. Some deadlines were missed. The time needed to process mail was underestimated. Times of peak workload were overwhelming.

Lessons were learned from these start-up challenges, however, and plans are now in place for improved efficiency and faster turnaround time in the future.

Some interesting and important items of note as we look ahead to the SPC's second year:

- ✓ PeopleSoft worked just fine, but the time needed for data entry was underestimated by both the SPC and the campuses. After the first four months, stronger PeopleSoft knowledge was developed by both campus and SPC staff.
- ✓ ImageNow (the online document imaging system) workflow originally designed by the joint implementation team proved very complex during peak workload times. Further learning about the ImageNow technology is allowing us to simplify the workflow and streamline the process.
- ✓ Service Level Agreements (SLAs) are being created and agreed upon by the SPC and each university that specify the responsibilities of the Center and the responsibilities of the campus (for both admissions and loan collection processes).

## **Factoids from the SPC's first year**

- ◆ 19,000+ applications were processed
- ◆ 10,000+ applications were web-based (60% at USM; 65% at UMaine)
- ◆ 145,000+ documents were processed
- ◆ System-wide goal: 80% of admissions applications on the web (30% in 2006)
- ◆ Total number of applications received for fall 2007 System-wide was 10% greater than 2006
- ◆ Applicants could check status of applications online *for the first time ever*
- ◆ Six campuses' student loan processing is now done at the SPC; the seventh will be added later this summer





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Interested in learning more about Discoverer, the reporting tool mentioned in "Scene on MaineStreet," or about UMS Internal Reporting in general?

Visit the Internal Reporting website at  
<http://www.maine.edu/system/oft/psfinancial/reporting.php>



# Scene on MaineStreet

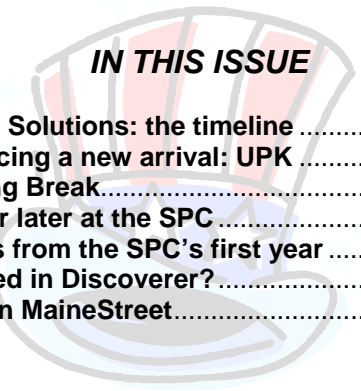


As more and more data are converted from our legacy software systems into PeopleSoft, new programs must be written to extract information for reports (How many full-time employees are there in the UMS? At each campus? How many students applied for admission, were accepted, matriculated, withdrew? Et al.).

Here's where our intrepid reporters **Bill Gilfillan** (far left) and **Peter Andersen** come in. Bill (Director of Internal Reporting) is fluent in Query and Discoverer, two reporting tools used in PeopleSoft. Peter (report-writer extraordinaire) uses SQR (a programming language) and PeopleTools to support the reporting environment, among other duties.

Bill and Peter create reports, but more importantly, they assist end-users in understanding how to use these tools to write their own reports to get the data needed in the format desired. At present Bill and Peter's PeopleSoft work is focused on GL, HR, and Admissions, but as more modules are implemented, obviously reports in those areas will be required too. And of course, there are the reports still needed in the legacy systems...

Both Bill and Peter are long-time employees of the University of Maine System—Bill with 33+ years and Peter coming up on 30 years of service. When they're not in front of their computers, both enjoy the outdoors. Peter can often be found kayaking, biking, or hiking (or eating chocolate), while Bill is more likely to be seen working in his yard, riding his John Deere lawn tractor, exercising, and enjoying his dogs, Freckles and Digit.



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**News from MaineStreet** is published by  
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Your comments are welcome.

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