



## *The Scoop: Shared Processing Center is up and running!*

During the past year, a major—but not the only—focus of Project Enterprise was to accomplish a successful implementation of Campus Solutions. At the same time, plans were being laid for establishment of the University of Maine System's Shared Processing Center.

Now, after a year of intense planning and preparation, the Shared Processing Center, under the direction of Interim Director Jonathan Henry, is up and running! Located in Neville Hall on the campus of the University of Maine, the SPC provides "below-the-line" services to all seven universities.

Student Loan Processing and Receivables Management was the first System-wide service to move to the Center, in July of 2006. This unit of the SPC now provides processing for Perkins, Nursing, and Institutional Loans for three of the seven UMS institutions. These services will be expanded and extended to all campuses in a phase-in process during the upcoming months.

Receiving and entering admissions applications is of course the other significant service now offered by the Center—it will begin receiving applications this month, both on-line and on paper.

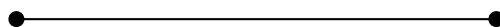
The central data management staff at the Center use ImageNow, a state-of-the-art electronic document management system, to share application credentials among the campuses. (See page 3 for more about how this works.)

In a refreshing change from past practice, applicants for admission now submit only one set of credentials, regardless of the number of UMS universities to which they wish to apply. Data Processing Coordinators at the Center will serve as liaisons for specific universities, so that Admissions Office staff members will always have a contact person at the Center.

As time goes by, additional services will be added to the Shared Processing Center's duties.

### Shared Processing Center staff members are:

<b>Jonathan Henry</b>	Interim Director	<a href="mailto:jhenry@maine.edu">jhenry@maine.edu</a>	561-3435
<b>Jolynn Campbell</b>	Student Loan Manager	<a href="mailto:jolynn@maine.edu">jolynn@maine.edu</a>	561-3449
<b>Janet Boucouvalas</b>	Data Operations Manager	<a href="mailto:janet@maine.edu">janet@maine.edu</a>	561-3436
<b>Sarah Paterson</b>	Administrative Assistant II	<a href="mailto:spaterson@maine.edu">spaterson@maine.edu</a>	561-3434
<b>Margaret Jamison</b>	Administrative Assistant I	<a href="mailto:mjamison@maine.edu">mjamison@maine.edu</a>	561-3446
<b>Ariel Cassista</b>	Data Processing Coordinator	<a href="mailto:ariel.cassista@maine.edu">ariel.cassista@maine.edu</a>	561-3437
<b>Kimberly Batchelder</b>	Data Processing Coordinator	<a href="mailto:kimberly.batchelder@maine.edu">kimberly.batchelder@maine.edu</a>	561-3441
<b>Kathy Nadeau</b>	Data Processing Coordinator	<a href="mailto:knadeau@maine.edu">knadeau@maine.edu</a>	561-3440
<b>Cindy Pelkey</b>	Data Processing Coordinator	<a href="mailto:cindy.pelkey@maine.edu">cindy.pelkey@maine.edu</a>	561-3439
<b>Mark Ridenour</b>	Data Processing Coordinator	<a href="mailto:ridenour@maine.edu">ridenour@maine.edu</a>	561-3438
<b>Josh Wotton</b>	Records Technician II	<a href="mailto:joshua.wotton@maine.edu">joshua.wotton@maine.edu</a>	561-3444



# Effective Dating

**No, not popcorn and a movie on Saturday night.**



Effective dating in MaineStreet (PeopleSoft) enables us to maintain and view a complete chronological record of data—historical, current, *and future*.

When you enter data on MaineStreet pages that include an **Effective Date** field, you do not overwrite the existing data (as you do in ISIS). Instead, you add a data row and specify what date your data should go into effect: **an Effective Date**.

By default, when you add a new data row, today's date (whatever it happens to be) enters as the Effective Date. But you can also future-date information in order to enter it before it actually goes into effect. For example, if you know that a student's mailing address will change from the current address to a new address in October 2006, rather than overwriting the existing data, you will add a new data row, and apply a future Effective Date, say 10/01/2006. The new mailing address will become active and available on October 1, 2006.

For more information about effective dating and how to update addresses in MaineStreet, go to <http://www.maine.edu/pdf/EffectiveDating.pdf>.

## Your “@maine.edu” email address

Every employee and student in the University of Maine System is assigned an email address that ends with “@maine.edu.” It's usually some combination of your first and last names, separated by a period, such as [john.doe@maine.edu](mailto:john.doe@maine.edu).

Important university-related information is sent to you at this address (including this newsletter!). If you believe you are not receiving all the information that your colleague at the next desk is getting, it may

be because you use a different email system and have not forwarded your @maine.edu mail.

If you have questions about this or need help getting to your @maine.edu mailbox or forwarding your email, contact your campus computer services (or IT) help desk.

For a list of all help desk phone numbers, see <http://www.maine.edu/pdf/July06special1.pdf>.

## Temporarily curb your excitement about the HR upgrade.

July's issue of *Employee Update* announced that our Human Resources Management System (HRMS) upgrade to PeopleSoft version 8.9 would occur on October 10. Circumstances are conspiring against this, however, and the upgrade has been postponed. Current plans call for cutover to the new version in late February or early March of 2007. You'll read more about this in the coming months.

Meanwhile, please check that your own personal information is current. This will ensure that correct data are converted when the upgrade does occur. You may use self-service to change your address(es) and phone number(s). If your name, gender, birthdate, SSN, or ethnic group info needs correction, you should contact your campus Human Resources department.

# ImageNow: How does it work?

September in Maine means the excitement of back-to-school, new pencils, new beginnings, and new challenges. September 2006 brings another something new to the University of Maine System: the inauguration of a state-of-the-art electronic data management process for admission applications, using a software system called ImageNow.

## Admissions Document Management – The basics in brief

Applications, transcripts, and any other materials related to an application that are received in hard copy are scanned into ImageNow at the Shared Processing Center using high quality, high volume scanners (seen in photo on page 4), and then shared electronically with each university specified by the applicant. Applications that are received on-line need not be scanned in, obviously, but otherwise the same processes will be used.

The screenshot shows the ImageNow interface. On the left is a search form titled "ADMISSIONS IMAGE NOW" with fields for EmpID (0550655), Name (Butler, Cassandra), First Name (Cassandra), Last Name (Butler), National ID, Date of Birth (01/01/1988), Country, Address Line 1, Address Line 2, Postal Code, City, and State. Below these are fields for Institution, Career, Acad Prog, Acad Plan, Admit Term, Admit Type, Status, Org ID, and Description. On the right is a scanned document titled "COLLEGE OFFICIAL'S REPORT FOR TRANSFER ADMISSION 2005-2006". A red circle highlights the EMPLID field in the search form, and an arrow points from it to the scanned document. A "sample data" watermark is overlaid on the image.

After a document is scanned (right) or otherwise received, it is "linked" to a person in PeopleSoft. A staff member will first locate the individual in PeopleSoft based on clues—called keys—provided in the scanned document (name, DOB, EMPLID, application term, etc.). If there is no existing record in PS for the applicant, one will be created, thus establishing an EMPLID and "person record" for the applicant.

Clicking on a linking button in ImageNow will link the document to the person in PeopleSoft, using the data on the PS linking page (above left).

All documents (transcripts, letters of recommendation, etc.) pertaining to this person are similarly linked, and become a part of the complete package of admission information for the applicant.

Through a process called "workflow queues," the documents are automatically (or manually) routed to university admissions offices for review and processing. Documents for students applying to multiple campuses are virtually copied and made available in the workflow for each requested university.

The screenshot shows the Document Search interface. At the top, there are tabs for Simple, Advanced, and Explore. Below is a search query: "Find documents where Name starts with Butler, Cassandra". Below the search bar is a table of results:

Status	Drawer	EMPLID	Name	ADM ALL	DOB	Term	Pages	Doc ID 0	Doc ID 1
F ADM APP RECD	0550655	Butler, Cassandra	REC LTR	01/01/1988	0610	2	1156448784	633532000599	
F ADM HEALTH	0550655	Butler, Cassandra	HEALTH INSUR	01/01/1988	0610	2	1156448783	225576000599	

A red circle highlights the EMPLID field in the search form, and an arrow points from it to the search results table. A "sample data" watermark is overlaid on the image.

Users can view a list of all documents they have permission to see by using the search mode in ImageNow (above). In this example, we have permission to see a recommendation letter for Cassandra (either sent electronically, or scanned in), and some insurance information. ☞



UNIVERSITY OF MAINE SYSTEM

Project Enterprise  
 Office of Training and Communications  
 16 Central Street  
 Bangor, ME 04401  
[www.maine.edu/system/pe/project\\_enterprise.php](http://www.maine.edu/system/pe/project_enterprise.php)



## An interface update



At the time of the Campus Solutions go-live on July 31 and throughout the month of August, the interface that keeps PeopleSoft and ISIS in synch was run nightly on Monday through Thursday nights. Beginning on September 1, a Friday night interface run was added to the schedule.

## The People Behind the Project

**Kim Yerxa** shows **Jonathan Henry**, Interim Director of the Shared Processing Center, how to use the annotations feature in the ImageNow document imaging/management software. Kim is Software Support Analyst for Systems and Operations of UMS System-wide Services and is responsible for installing and maintaining the new document management system in all functional areas that employ this technology. Presently this includes financial aid, loan processing, and admissions. Over time, the document imaging system will be deployed to other functional areas within the University System.



Kim comes to Systems and Operations from her former position as Computer and Network Specialist in the Office of Student Records at the University of Maine. As Software Support Analyst, Kim helps departments strategize and plan how best to customize ImageNow for their specific functional needs, supports the software once it is in place, and assists in training end-users on the campuses.

Contact Kim at [yerxa@maine.edu](mailto:yerxa@maine.edu) or 561-3567.

Kim is a lifelong learner, and is working on her MIS (Management Information Systems) degree at the University of Maine. When not at work or in class, she tries to keep up with her two children—ages 12 and 18.

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

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