FROM THE CHANCELLOR

Dear Colleagues:

On July 7, employees across the University of Maine System will begin utilizing PeopleSoft, a set of web-based programs that will integrate the administration of Human Resources, Finance, and Student Services into one central system. The program will bring much-needed improvements – more consistency, increased data sharing among various parts of the system, and the elimination of redundant data entry – that will greatly enhance all that we do.

The July launch will include the implementation of the PeopleSoft Human Resources module, including time-and-leave reporting and self-service functions, representing months of data conversion, training, and testing by University System employees. This newsletter will be the first of many updates designed to keep staff informed as the various stages of implementation continue.

PeopleSoft was selected in March 2002 after a six-year assessment of the need to replace information systems that had become increasingly obsolete and impossible to maintain. The $10 million project, which was approved by the Board of Trustees, is funded by University System revenue bonds. UMS joins nearly 500 colleges and universities nationwide that have adopted these administrative systems.

A great deal of credit goes to the staff members who have been working over the past year to bring this project to reality. Moving forward, we appreciate the patience and cooperation of all employees as we continue to improve and streamline services for UMS students and staff.

Joseph W. Westphal

MAKING IT WORK: access and training

Regular updates will be distributed regarding PeopleSoft progress, features, and training. Employees should also check http://www.maine.edu/peoplesoft/ for complete information.

- PeopleSoft will enable employees to use one web-based system for entering and accessing data regarding Human Resources, Finance, and Student Systems.
- The program will roll out in three phases, beginning with the Human Resources module on July 7, 2003.
- Payroll, Advantage Accounts, time-and-leave reporting, and other Human Resources functions will be controlled through PeopleSoft as of that date.
- Users will log into the system with a valid PeopleSoft Identification Number, a UMS-generated seven-digit number that will be assigned to each employee in the upcoming weeks.
- All UMS staff will receive training to utilize the new system.

looking ahead

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What the PeopleSoft Human Resources module will mean for UMS employees

effective July 7, 2003

- PeopleSoft is a highly secure system that allows users to access individual accounts only with a valid PeopleSoft Identification Number, a UMS-generated seven-digit number.

- While Social Security Numbers will be used within PeopleSoft for tax and payroll purposes, they will not be used as the means of employee identification to enter the system.

- Every employee will be able to access information regarding his/her paycheck, salary, and basic demographic data through the web-based system.

- Every employee will have the ability to make address and phone changes online.

- Most employees, including student employees, will be required to enter time-and-leave through PeopleSoft, and supervisors will approve time-and-leave via the site.

- Pay stubs will incorporate a new format and will contain more detailed information, including deductions, leave balances, and more.

- Advantage Account reimbursements will be distributed in a separate, bi-weekly check through PeopleSoft.

For complete information about PeopleSoft, please log on:

http://www.maine.edu/peoplesoft/

Overview                      PeopleSoft Training
Project Timeline              Frequently Asked Questions
Current Project Status        Hardware and Software Requirements
Project Organization         Feedback and Questions
With the PeopleSoft Human Resources module set to go live on July 7, the project staff has been working extensively to train UMS employees on the new system.

As the implementation continues, all employees of the University of Maine System on every campus will receive training in order to perform various HR functions, including time-and-leave reporting for payroll.

Specific schedule and location information regarding training will be communicated by each campus in the near future.

### Training to Date
#### February/March

**Query/Crystal Reporting Training**
A PeopleSoft Trainer instructed 30 UMS employees on the tools they will be relying on to perform their reporting tasks.

**Train the Trainer Classes: Time-and-Leave Reporting**
Employees from each campus, designated as Time and Labor Trainers, attended sessions covering the new process of entering and approving time-and-leave online.

Every UMS employee will need to receive training for time-and-leave reporting, and the 32 Campus Trainers will conduct instructional sessions on each campus in May and June.

**On-Cycle Payroll Training:**
Central Payroll Staff
A two-day training session was held for four staff members responsible for running the University System's payroll. Additional training will be conducted throughout the next few months.

### Upcoming Training
#### May/June
**Human Resources Staffs**
Four-day training sessions in Human Resources and Benefits processes will be held at Orono and USM for a total of 45 HR staff members. Topics covered will include hiring, benefits enrollment, tax information, and many other processes.

**Train the Trainer Classes: E-Modules**
E-modules empower employees with control over their own data, allowing staff to change addresses, phone numbers, federal withholdings, direct deposits, and emergency contacts on the web, as well as to view paycheck data and compensation history.

In May, Campus Trainers will receive E-modules instruction in order to deliver training to each campus in the coming months.

**Train the Trainer Classes: Inquiry Access to HRMS**
Trainers will attend sessions in order to train managers and others on each campus to utilize PeopleSoft for inquiry type access.

**HelpDesk Training**
HelpDesk staff will receive the tools to support PeopleSoft in areas such as browser support, navigation, and various time-and-leave reporting tasks.

### Other May/June Training
- Query class for people requiring reporting capability
- Time-and-Leave Reporting campus training
- Inquiry Access campus training
- Additional Payroll training

**TRAINING QUESTIONS CAN BE DIRECTED TO YOUR CAMPUS HUMAN RESOURCES OFFICE OR THE PEOPLESOFT PROJECT OFFICE AT 561-3300.**
Suggestions, comments, and questions are welcome.

Please log onto http://www.maine.edu/peoplesoft/contact.html to contact the UMS PeopleSoft project staff.