



# Employee Update

Issue No. 11

[www.maine.edu/peoplesoft](http://www.maine.edu/peoplesoft)

June 2005

## ...3...2...1...*liftoff!*



We're almost there. Less than a month until July 5, 2005, and go-live of PeopleSoft®'s Financial Management in the University of Maine System.

Now is the time to be sure that you:

- Attended the training class(es) appropriate for your assigned roles and job responsibilities
- Have practiced in the Sandbox
- Are as caught up as possible with your routine work
- Realize that there may be times of frustration when the system runs slowly while we "tune it up"
- Know that some screens may look slightly different than they did in training
- Can find your sense of humor when you need it.

## The Transition: *It's a Whole New World*

During the next several weeks leading up to implementation of PeopleSoft®'s Financial Management module, we'll be undergoing transition from the old (hardware and software) systems to the new, replacement system. This period of transition covers the time shortly before go-live of the new system on July 5 until the old system has been completely shut down.



In order for us to be ready to use the new system on July 5, some deadlines on use of the old system(s) will be imposed.

Here are some important dates in this transition process:

▶ On **June 29**, the last accounts payable check cycle in the old legacy system will be run.

▶ All requisitions must be turned into purchase orders by **June 29** or they will need to be re-created in PeopleSoft on or after July 5.

▶ Beginning on **June 30**, the legacy AP/PO system will be "read only."

▶ **June 30** will be the last day for any journal entries for June 2005.


You are already planning ahead for this transition, and as the time approaches, you may be receiving additional specific instructions and/or deadlines from your campus financial office.


# Dear Project Enterprise,

*Pam wondering what's going on with PeopleSoft's Student Services Administration module. I haven't heard much about it lately. What's up? Signed, Just Curious*


**Dear JC,**


Good question. With our current focus on the July 5 implementation of the Financial Management module, *Employee Update* has neglected to keep you up-to-date on the Student side. Here's the latest.

 Work is still progressing on the implementation of the **Campus Community** (bio-demographic information, mostly) and **Admissions** portions of PeopleSoft's Student Services Administration. During this past winter the Admissions team (with members from each of the universities—see below) worked out and documented more than 100 business procedures and began designing the “look” of the student self-service pages. Implementation of these two segments is now slated for next summer (one short year away!).

 For those who care about such technical matters—we will be implementing Version 8.9, not Version 8.0 as we had originally planned. Not surprisingly, Version 8.9 provides many improvements in navigation and functionality over the earlier release. This means, though, that the

Admissions team will need to go through what they are calling “retro”fit/gap to address the changes between the two versions. Then the team will move on to reporting needs, converting and testing data, and setting up security for the new system.

 Meanwhile, **Student Records** (registrars) and **Student Financials** (bursars) teams have been named and trained and will begin work in earnest this summer. Their go-live is projected for July of 2007. You'll be hearing more about their work as time goes by.

 All of these teams—Academic Structure, Admissions, Student Records, and Student Financials—work incredibly hard, endure a lot of travel, and when they are not attending lengthy fit/gap sessions, juggle homework assignments from the Project Enterprise team while catching up on all of their regular work back at the office. Talk about “**the People Behind the Project!**” That's these folks, and they certainly welcome input and support from their colleagues on campus. ☺

<u>Academic Structure</u>	<u>Admissions and Campus Community</u>	<u>Student Records</u>	<u>Student Financials</u>
<p><b>UMS:</b> Alison Cox, Tracy Elliott, Gary Lagasse</p> <p><b>UC:</b> Chris LeGore</p> <p><b>UM:</b> Dennis Casey, Peggy Crawford, Peter Reid</p> <p><b>UMA:</b> Pam Ford-Taylor</p> <p><b>UMF:</b> was Sharon Oliver</p> <p><b>UMFK:</b> John Murphy</p> <p><b>UMM:</b> Mary Stover</p> <p><b>UMPI:</b> was Woody Stroble</p> <p><b>USM:</b> Marty Berry, Steve Rand</p>	<p><b>UMS:</b> Alison Cox, Jon Henry</p> <p><b>UM:</b> Janet Boucouvalas, Peggy Crawford+, Scott Delcourt*, Tammy Light*</p> <p><b>UMA:</b> Pam Ford-Taylor</p> <p><b>UMF:</b> Lynda Kinley</p> <p><b>UMFK:</b> Jill Cairns</p> <p><b>UMM:</b> Emily Matthews</p> <p><b>UMPI:</b> Brian Manter, Nola Belanger*</p> <p><b>USM:</b> Jon Barker, Marty Berry+, Ruth Miner*, Steve Rand+</p> <p>+ cross-functional * part-time</p>	<p><b>UMS:</b> Alison Cox, Peter Reid</p> <p><b>UC:</b> Chris LeGore</p> <p><b>UM:</b> Janet Boucouvalas+, Peggy Crawford+, Cathy Ouellette*, Linda Reid, Janice Williams</p> <p><b>UMA:</b> Emily Johnson</p> <p><b>UMF:</b> Carla DeGraw, Sharon Nadeau</p> <p><b>UMFK/UMM/UMPI:</b> Don Raymond*, Sharon Roix*, Mary Stover</p> <p><b>USM:</b> Marty Berry+, Pat Davis, Heidi Noyce*, Steve Rand</p> <p>+ cross-functional * part-time</p>	<p><b>UMS:</b> Alison Cox</p> <p><b>UC:</b> Judy Jewell</p> <p><b>UM:</b> Dennis Casey*, Eliot Estabrook, Dawn Marie Glidden</p> <p><b>UMA:</b> Deborah Begin</p> <p><b>UMF:</b> Sharon Nadeau</p> <p><b>UMFK/UMM/UMPI:</b> Joan Getchell*, Eldon Levesque, John Murphy*</p> <p><b>USM:</b> Marty Berry, Holly Spencer</p> <p>* part-time</p>

# Tell me again: *Why are we doing this?*

We're now in the throes of training, learning, testing, and preparing for a major sea change in how we do business in the University of Maine System. On the off chance that you've lost sight of the reasons behind all of this change, here are some reminders. These pertain to the financial end of things. Once we get going with the Student Administration Services system, we'll be adding substantially to this list.



- **Our legacy systems are decades old, outdated, and unsupported.**

The computerized structures that have provided the University of Maine System's administrative and student information functions were written in the 1970s and 1980s. Not surprisingly, these decades-old legacy systems are now outdated in design, technology, and focus. They require duplication of effort and excessive manual processing. They are fragmented, limited, and increasingly difficult to maintain. It has been clear for some time that major transformation is essential for the University System to keep pace with current and evolving technology in administrative computing.

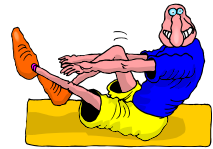
- **We'll benefit from improved financial management processes.**

- ***+ Elimination of thousands of duplicate entries***

Interfaces to the Accounts Payable module of PeopleSoft will eliminate the need for the duplicate entries presently required in UMS libraries, bookstores, and other areas.

- ***+ Improved, more flexible financial reporting***

The number of ChartFields available in PeopleSoft will provide more reporting options. Report preparation will be easier and available to more users via the web access. More detailed information about transactions will be available online.



- ***+ Efficient production of Out-of-State Travel Reports***

Countless hours are now spent preparing this required information for the Legislature. The Travel and Expenses piece will allow us to generate this regular report with much less employee time and effort.



- ***+ Improved overall processing of accounting transactions***

Web-based online entry or spreadsheet imports will streamline the entire accounting process. Online entry and approval process will reduce the need for paper documents and manual signatures. Automated workflow and Worklist tools will alert you to tasks needing attention.

- ***+ Full integration with other PeopleSoft applications***

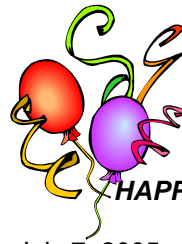
As each new PeopleSoft module goes live, it fully integrates with (as opposed to "interfaces with") those applications already in use—Human Resources and Position Management, at this point.

- **Our Universities will enjoy an updated, supported, and efficient computing system.**

An updated and coordinated system will benefit students and employees of the University of Maine System now and into the future. This goal—challenging in expense, time, and effort—is a goal worth achieving.



Project Enterprise  
Office of Training and Communications  
107 Maine Avenue  
Bangor, ME 04401  
[www.maine.edu/peoplesoft](http://www.maine.edu/peoplesoft)



**HAPPY ANNIVERSARY, HRMS**

July 7, 2005 marks the second anniversary of the implementation of the Human Resources Management System—the first PeopleSoft module to go live in the University of Maine System. Hats off to all of us for becoming adept at entering time and maintaining personal information online.

**A PROJECT GLOSSARY**

**Tree:** The name of a hierarchy or reporting structure in PeopleSoft. Trees are used to organize ChartField data, to set up security, and to create summary reports.

**Tree Node:** An individual item on a Tree that summarizes a group of ChartField values or other nodes that logically belong together for reporting purposes.

**Tree Leaf:** A leaf defines a detail value attached to a Tree Node. It can be an individual ChartField value or a range of ChartField values.

**People Behind the Project**



**Jim Wilkens**, above, joined the Project Enterprise Training Team in April of 2004. Jim's duties include preparing training materials and manuals and leading classes in Accounts Payable and in Vendor Creation and Maintenance.

# Who you gonna call...?

On or after July 5 there may be occasions when you have trouble logging on, or you may have specific questions about how PeopleSoft is working for you. Each University is now finalizing a call system to help answer your questions promptly and solve any problems that might come up. A special issue of "Employee Update" to be distributed in late June will list phone numbers and directions for contacting the appropriate sources at your campus for the help you may need.



**"Employee Update"** is published by Project Enterprise in the University of Maine System, and is prepared by Eddie Meisner, Communications Coordinator. She can be reached at 207-561-3302 or [meisner@maine.edu](mailto:meisner@maine.edu) and welcomes your comments.

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**IN THIS ISSUE**

...3...2...1...liftoff!.....	1
The Transition .....	1
Dear Project Enterprise: Student.....	2
Tell me again .....	3
Happy Anniversary HRMS.....	4
A Project Glossary .....	4
People Behind the Project.....	4
Who you gonna call...? .....	4