Beginning in January 2010 hourly employees in the University of Maine System will see a new option in their available list of time reporting codes.

University hourly employees are permitted to use 13 hours of release time each fiscal year, with supervisory approval, for university-sponsored wellness programs. The new time reporting code (or—in the jargon—TRC) will enable hourly employees to track release time used for wellness activities. The TRC will appear for the first time on the Timesheet in the drop-down list during the week of January 10, 2010. Look for “WLNS – Wellness Activity.”

Wellness activities that can be charged to WLNS could include, for example:

- Weight Watchers at Work
- Know Your Numbers
- Lunch & Learn
- Smoking Cessation
- Blood Pressure Clinic
- Presidential Walks

For more information about eligible Wellness Activities, contact your local university wellness coordinator or click on this link: [http://www.umriseup.info/campus.aspx?id=552](http://www.umriseup.info/campus.aspx?id=552).

Also in this issue:
Assigning life insurance beneficiaries, Cross-campus holds in real time, Online application for graduation; Campus Solutions 2010 maintenance schedule; Mainframe is gone
**Also from HR: assigning life insurance beneficiaries**

Employees can now assign life insurance beneficiaries for the basic and supplemental life insurances as well as the basic and supplemental accidental death and dismemberment insurances by using Employee Self-Service in MaineStreet.

You may have noted this during the annual benefits open enrollment period in November. Be aware that you can change beneficiaries at any time; you are not limited to the open enrollment period.

The System Office of Human Resources continually strives to improve efficiencies and to empower employees to control our own personal data. This is made easier by the use of MaineStreet Self-Service.

To access your beneficiary information in MaineStreet:

1. Navigate to Employee Self-Service > Benefits > Benefits Summary
2. Click on Life, Supplemental Life, AD and D and/or Supplemental AD and D
3. Click Edit to add/update your beneficiaries

*If you have questions or cannot update your information in MaineStreet, contact your university’s Office of Human Resources.*

**From Campus Solutions: cross-campus holds in real time**

In MaineStreet, certain holds on students’ records are immediately propagated to all University of Maine System institutions.

When a hold is applied to a student’s account (perhaps a financial hold for unpaid bills of $100 or greater, or an academic or administrative hold because of academic or administrative dismissal) the hold is now visible and active at other campuses in real time. Prior to MaineStreet, such holds were applied via a batch process that ran overnight.

Now, staff are quickly able to determine whether a student has outstanding financial business with another UMS university, is academically ineligible to transfer, or has been dismissed for any reason.
Also from Campus Solutions: online application for graduation for students

Another new feature made possible by Campus Solutions: students at the University of Maine, University of Southern Maine, and University of Maine Machias can now apply for graduation through their Student Centers on MaineStreet. The online process accompanies—or in some cases, replaces—the paper application process. Each campus controls when the application process becomes available to its students for a specific term, whether or not a student can make changes to an application, and sets the application deadline.

The shift to online applications saves a considerable amount of work for staff in Student Records offices, and also means that graduation application data now reside within MaineStreet and can easily be incorporated into institutional reports.

To date, 1283 applications for graduation have been entered into MaineStreet, 673 of which were submitted by students. Here are the percentages representing the number of applications submitted online:

<table>
<thead>
<tr>
<th></th>
<th>University of Maine 2009 Fall</th>
<th>University of Southern Maine 2009 Fall</th>
<th>University of Maine 2010 Spring</th>
<th>University of Southern Maine 2010 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maine</td>
<td>59.22%</td>
<td>19.16%</td>
<td>97.37%</td>
<td>45.33%</td>
</tr>
<tr>
<td>University of Southern</td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Maine</td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is anticipated that additional campuses will be accepting online applications for graduation by summer 2010.

MaineStreet Campus Solutions maintenance schedule for 2010

As readers of the MaineStreet News are aware, each MaineStreet application (Financials, Human Resources, Campus Solutions, the MaineStreet portal, and the hardware) has its own schedule for maintenance.

Maintenance in Campus Solutions (which includes Admissions, Student Records, Student Financials, Financial aid, as well as Class Search, Reporting, and Student and Faculty Self-Service) probably affects more users of MaineStreet than any other application.

Here is the anticipated schedule for patch and fix maintenance in Campus Solutions during 2010. For more information about maintenance on MaineStreet, visit http://www.maine.edu/system/mainestreet/CSmaintenanceFAQ.php.

<table>
<thead>
<tr>
<th>Patches and fixes scheduled to arrive at UMS Office of Administrative Systems Development &amp; Support</th>
<th>End-user testing</th>
<th>MaineStreet CS down for maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>February 2-4</td>
<td>6:00 p.m. February 5 through 6</td>
</tr>
<tr>
<td>Mid-February (a critical fix that will affect only Financial Aid)</td>
<td>May 14, 17-19</td>
<td>6:00 p.m. May 21 through 22</td>
</tr>
<tr>
<td>April 30</td>
<td>August 13, 16-18</td>
<td>6:00 p.m. August 20 through 21</td>
</tr>
<tr>
<td>October 29 (includes Financial Aid regulations)</td>
<td>November 11-12, 15, 17</td>
<td>6:00 p.m. November 19 through 20</td>
</tr>
</tbody>
</table>
The mainframe is gone; may it rest in peace

The new year of 2010 brings with it the demise of the University of Maine System’s old mainframe computer. As we’ve been informed since April 2009, all mainframe services cease at the end of the day on Thursday, December 31, 2009. All tasks that used any CMS, CICS, or WebDSIS programs are now accomplished in MaineStreet.

Interesting footnote: to prepare for life without the mainframe, more than 100 million rows of data have been moved.