

**October 2, 2009**

The following is an update of the CUNYfirst Project. Please share with colleagues you believe will be interested in its content.

## **CUNYfirst is Live! - HR, General Ledger, Line Item Budgeting, Course Catalog**

- ***Rolling toward the next Launch – Faculty Workload, HCM Rollout 2 & Course Catalog***

The wheels are turning as the CUNYfirst team and our campuses are gearing up for the next Go-Live in the coming weeks – HCM Rollout Two which will be Mass Salary Update (for contract and step adjustments for a large group of employees), Daily Transaction Report (which will detail personnel actions at each campus and the University Offices) and Arbita Interface (which will allow us to post jobs on third party sites like Monster.com, etc.). The rollout will also include the creation of Course Catalogs for all of our college which will allow our teams to calculate Faculty Workload, also a new CUNYfirst function.

Earlier this week, Campus Executives and Project Liaisons attended an on-line session that detailed what will occur during this launch, and the steps needed to give the Project a Go or No-Go decision when they meet again October 14. An overview of each new application was presented with the goal of furthering their understanding of what will go live and what functions they will provide. There was also an update on the conversion of current legacy data needed to populate the data bases needed for our professionals to do their current work using new tools. Also important for a decision to launch is testing which is nearing completion.

- ***Training Begins...again***

Training trainers for the new tools begins Monday. Training Manager Adante Harvey and his team will begin teaching professionals who work in the applications that drive Faculty Workload (including Course Catalog) the information and skills to effectively train their colleagues at their offices or colleges. The training will be via webinar Monday and at our Borough Training Centers the rest of the week. The training community will train on each area of the applications up to and through Go-Live. Training for HCM Rollout Two will start October 8.

- ***Users Acceptance Testing (UAT)***

Users Acceptance Testing is nearing completion for the upcoming launch. Our testers represented every college and the University offices. They tested the new applications to ensure that the functionality meets CUNY requirements. The CUNYfirst Testing Team will be re-testing processes that did not work during the first pass and were subsequently fixed. They will also perform what's called regression testing. That is where they will test applications that interact with other tools. This will make sure all integrated processes are working.

As we get closer to the launch of the student applications (Campus Solutions) for our Vanguard Colleges (Queens College and Queensborough CC), our student teams continue to create and our college Subject Matter Experts are reviewing the scripts that we'll use when UAT begins.

- **Faculty Workload**

The CUNYfirst Team travelled to Queens College on Tuesday to explain current Faculty Workload processes and how they'll be different using CUNYfirst. This is the second of these sessions to prepare our community for change. The first was held September 18 at Hostos Community College. These sessions will serve to help our team create a university-wide presentation that we will present prior to the Go-Live.

- **HCM Update**

Managers throughout CUNY will begin to see a new feature of HCM that provides more transparency about their department positions than before. When HR or Budget completes a position transaction, the person who was designated as the manager of the position would receive a system notification (an email), that the position change is approved. The notification will include details about the position. There are many notifications in HCM and our other applications that are in place to make sure everyone who needs to know is in the loop. Here's what it looks like:

Your request has been approved for position 00148495 - IT Computer Sys Mgr 1H, effective 01-OCT-09 and has been processed in the CUNYfirst system.

Additional information:

New Status: Approved

Department: 80002, Accounting Operations

Job title: IT Computer Sys Mgr 1H

Contract Title: IT Computer Systems Mgr

Manager: Jane Doe

- **Generating Reports in CUNYfirst**

Campuses participated in a well received two day workshop taught by Oracle University trainers and hosted by City College on the use of the PS (PeopleSoft) Query tool to access data in the CUNYfirst system. PS Query will provide supplemental ad hoc access to the transactional system and in time, non-real time data in CUNYfirst's data warehouse). These ad hoc queries will help fill any data reporting gaps that have not been met through the interface files (downloaded flat files similar to the limited reports from our legacy systems), CUNY-developed General Use Queries, or the hundreds of delivered queries or reports that are or will be available throughout the life of CUNYfirst.

**FRIDAYS@first**

- **A Well Deserved Thank You!**

We conclude this missive this week to once again thank the many members of the CUNY community who have contributed to our current success. Last Friday, we joined together at the Great Hall at the City College to celebrate those whose efforts led to the launch of our new HCM, Budgeting and Course Catalog applications. About 200 of our colleagues were in attendance to spend time together and to be feted for their efforts to move the CUNYfirst Project forward. Below is a photo of the balloon sculpture that welcomed everyone to the gathering.



Have a good weekend.

John Ray - CUNYfirst Communications Manager

- **Meetings Next Week**

<b>Help Desk Managers</b> 555 W 57th - Manhattan - 16th Floor Seminar Room	Mon, Oct 05	10:00 AM – 1:00 PM
<b>Faculty Workload Orientation</b> WebEx		2:00 PM – 4:00 PM
<hr/>		
<b>Procurement - CRP2 - Voucher to Pay</b> 230 W. 41st - Manhattan - 10th Floor Conf Room	Tue, Oct 06	10:00 AM – 4:00 PM
<hr/>		
<b>Procurement - CRP2 - Voucher Build</b> 230 W. 41st - Manhattan - 10th Floor Conf Room	Wed, Oct 07	10:00 AM – 1:00 PM
<b>Communication Liaisons</b> WebEx		11:00 AM – 11:30 AM
<b>Procurement - CRP2 - Pay Cycle</b> 230 W. 41st - Manhattan - 10th Floor Conf Room		2:00 PM – 4:00 PM
<hr/>		
<b>Procurement - CRP2 - P Card Session I</b> 230 W. 41st - Manhattan - 10th Floor Conf Room	Thu, Oct 08	10:00 AM – 1:00 PM
<b>Procurement - CRP2 - P Card Session II</b> 230 W. 41st - Manhattan - 10th Floor Conf Room		2:00 PM – 4:00 PM