CUNYfirst
Fully Integrated Resources & Services Tool
Serving our Students, Faculty & Staff

FRIDAYS@first

October 30, 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

*Next Go-Live – November 16 – Faculty Workload, Mass Salary Update, Arbita Interface, Daily Transaction Report and Course Catalog.

- ***HCM – Human Resources Directors Meeting***

CUNYfirst Project Manager Suman Taneja, HR Lead Jeanne Blazina and Training Manager Adante Harvey presented a project update on Tuesday to Vice Chancellor for Human Resources Management Gloriana Waters and her team, and the HR Directors from around the university. The goal was to inform them about key transition steps we are taking having worked in the new CUNYfirst HCM (Human Capital Management) system since early summer. One key aspect was the validation that individuals needing training on any HR application can receive it via a campus trainer. The first introduction to HCM came via Borough Training Centers which still provide training on a rotating schedule, but sometimes not fitting a college's need. There was also a discussion of how colleges are introducing Manager Self-Service (MSS) recruiting tools in ways that are more comfortable to their business setting. Some campuses have more centralized ways of recruiting and some manage hiring on a department level. This was a valuable session as we learned how our colleges are taking charge of making sure their managers are ready to be part of the recruiting process, now that we have more than 100 jobs posted through the new tools on the Careers at CUNY website (http://web.cuny.edu/jobs/index.html)

- ***Faculty Workload***

This past Wednesday, Cheryl Littman, the Assistant Dean for Institutional Research hosted a webinar to provide detail about business process and the rollout plan for using the new Faculty Workload tools in CUNYfirst. The audience was those who are the current Faculty Workload Coordinators and those who are participating in training and will provide training at their campuses to department personnel, and in the HR and Registrars offices. During the session, she outlined the tasks needed to be completed before the projected Go-Live date and also presented the specific schedule of when colleges will make the transition from using current systems to using CUNYfirst to provide accurate information on instructor workloads, both in the classroom and out. During the meeting, there was also an explanation of the three reports that will be generated to facilitate data entry and validating that the information is correct.

- ***Training – Course Catalog***

University Registrars received the training calendar for Course Catalog classes that will support the Faculty Workload calculations. Nine classes will be held at our Borough Training Centers at City College, Hostos Community College, Brooklyn and Queens Colleges beginning November 11. Those taking the training only need to take one half-day class to work in the new system. A webinar is also being scheduled as a training course for November 19. It will be recorded and stored in the Enterprise Learning Management system for future access.

- ***Procurement***

Our procurement team has just completed an intense series of sessions to move us toward building a system that manages our expense, purchasing and accounts payable activities in a unified system. The following sessions have been completed for CUNYfirst Procurement , which are key business processes related to Procurement.

- Requisition to Receipt
- Receiving and Inspection
- Strategic Sourcing (Competitive Bidding)
- Sourcing to Agreements (Contracts)
- Procurement Card Processing
- Administrative Tasks for Maintenance and Support
- Year-End Processing for Procurement
- Expenses and Travel Reimbursement
- Voucher to Payment
- Inquiry and Reporting
- Student Financial Interface to AP (current configuration)
- Bank Statement Reconciliation to AP Disbursements (excluded credits)

The next phase in the project is to document these business processes in Procurement, which once reviewed and agreed to by CUNY, will be used to create the system design. In addition, the Security Roles and Responsibilities are being drafted for review. These roles and responsibilities will determine who in the university will use the various processes and what level of access they will have. The current plan has the new CUNYfirst Procurement available in the summer of 2010.

- ***Campus Solutions – Student Administration***

As we went to press last week, our Campus Solutions team met with campus leaders and managers at our Vanguard Colleges, Queens and Queensborough, to discuss the key steps necessary to going live with a new student system for their campus community. Key in the discussion were the various readiness steps both the CUNYfirst Core Team (technical and functional) and the colleges must complete before going live with this important system that will register our students for their classes and help them manage their bills and careers. One important aspect of the meeting was to review and begin planning the Production schedule (moving into the new working environment) and making sure everyone was on the same page to ensure readiness.

Have a safe Halloween weekend.

John Ray
CUNYfirst Communications Manager

- ***Meetings Next Week***

Communication Liaisons WebEx	Wed, Nov 04	11:00 AM – 11:30 AM
Campus Solutions Vanguard PMO Meeting WebEx	Thu, Nov 05	10:00 AM – 11:00 AM
Training Liaisons Conference Call	Fri, Nov 06	1:00 PM – 2:00 PM