

**October 9, 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**

- ***Training Begins – Faculty Workload***

Training began this week for approximately 80 people who will train others to use new workload calculation tools. Faculty workload is a truly integrated process, requiring connections between Human Resources, Registrars, Provosts and academic departments. The first part of training has begun and an important goal is to link the learning of new tools to business processes. Our process owners are sharing that desire with our training team as it will provide important context to what we do now and what we'll do in the future. A document is being prepared to detail the business processes for Faculty Workload and to explain the necessary first and future steps for working with legacy and CUNYfirst workload data for calculations and reporting.

While many of those being trained now will learn most, if not all of the new FWL processes, they will *NOT* have to train everyone on everything. In fact, many of these trainers are the key users of the new tools and will only need to teach others functions needed such as adding classes or updating non-instructional assignments. Classes continue next week with training for the user community to occur following.

- ***HCM – Human Capital Management (Human Resources)***

We want to send a thank you to our HR professionals who are updating and correcting information that will support our implementation of Mass Salary Update. They have been ensuring that personnel information for members of the Professional Staff Congress (PSC) is accurate for the upcoming contractual increase effective October 20. Mass salary update allows CUNY to update job records for large groups of individuals covered by contracts, rather than update one record at a time. The upcoming implementation will be done jointly by staff in the Office of Human Resources Management (OHRM) and Production Support.

For the upcoming Go-Live for the other HCM processes, training will be given to those with the security roles of HR Administrator, HR Manager, Benefits Administrator, and Payroll Administrator for the Daily Transaction Report, and to those with the security roles of Recruiter, Affirmative Action and Recruiter Administrator (OHRM) for Arbita interface training.

- ***Procurement***

It was a very busy week for our Procurement Team and those campus and university office professionals assisting in our configuration of new tools. Five sessions were held from Tuesday through Thursday explaining voucher to payment, voucher creation, the pay cycle, and P-card (procurement card) use to procure and pay for goods and services using CUNYfirst, which will be part of our new systems. Our team is in the second half of the CRP2 process - walking thru the Accounts Payable (AP) and Expenses

modules during the month of October, after having dedicated the previous month of September to Purchasing, Strategic Sourcing (Open Competitive Bidding) and Procurement Contracting.

- **Meet Dan Gornetzki**



Dan Gornetzki is the newest addition to the CUNYfirst team, serving as a Communications Associate for the Project. Dan is a graduate of Northwestern University with a degree in Communication Studies. He possesses a strong marketing background and brings creativity and energy to our efforts.

Dan will predominantly focus on being the go-to guy for our college student affairs teams and our CUNYfirst Student Marketing teams. His work and ours will support our student communities throughout each of our campus implementations.

Dan grew up in Bayside, NY and currently resides in Forest Hills.

Welcome Dan to CUNYfirst!

Remember, the University is closed Monday for the Columbus Day holiday. Have a great long weekend.

John Ray  
CUNYfirst Communications Manager

**FRIDAYS@first**

- Meetings Next Week**

<b>CUNY Closed - Columbus Day Holiday</b>	Mon, Oct 12	
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<b>Financial Aid - CRP 2</b> Joseph Murphy Institute - 25 W 43rd Street - Manhattan - Rooms 18A and B	Wed, Oct 14	10:00 AM – 4:00 PM
<b>Procurement - CRP2 - Expenses</b> 230 W. 41st - Manhattan - 10th Floor Conf Room		10:00 AM – 5:00 PM
<b>Steering/Campus Executives Meeting</b> 80th Street - Kibbee Board Room - 1st Floor		1:00 PM – 3:30 PM
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<b>ASL - Application Security Liaison</b> 555 W. 57th - Manhattan - 16th Floor Seminar Room	Thu, Oct 15	10:00 AM – 12:00 PM
<b>Procurement - CRP2 - Inquiry Reports - AP and Expenses</b> 230 W. 41st - Manhattan - 10th Floor Conf Room		10:00 AM – 5:00 PM
<b>FWL Key Changes</b> via WebEx		3:00 PM – 4:00 PM
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<b>Procurement - CRP2 - Administrative Functions PO</b> 230 W. 41st - Manhattan - 10th Floor Conf Room	Fri, Oct 16	10:00 AM – 5:00 PM