

**November 6, 2009**

**The CUNYfirst System will be unavailable from 5pm Wednesday November 11 to 8am Monday November 16 as we load and test new applications.**

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

**CUNYfirst is Live! – HCM/TAM, General Ledger, Line Item Budgeting, Course Catalog**

**Coming November 16 – Faculty Workload, Mass Salary Update, Arbita Interface, Daily Transaction Report and Course Catalog.**

The CUNYfirst Project is now executing numerous cutover tasks in preparation for the next Go-Live a week from Monday. In addition to validating data (Course Catalogs, payroll groups, etc.), our technical teams from CUNY and our Oracle partners are executing the necessary technical steps necessary for adding new tools to CUNYfirst. When the system is unavailable, all the new applications and the data will be added and converted and then tested so the system available that Monday morning will meet the needs of our users. When we launch new applications in the future, there will be a “cutover” time when the system will be unavailable to all users to do what we’ll do next week. We will keep our user community informed as to the time and the length of those outages.

- **Training**

The CUNYfirst outage will not affect the training schedule for next week. There will be Course Catalog Training for our Registrar community from 9am – Noon and 2pm – 5 at City College on Tuesday and Hostos Community College on Thursday. Attendance must be reserved in the Enterprise Learning Management (ELM) system, which manages training.

- **Faculty Workload**

Key users of the new Faculty Workload application met via webinar this week to go over details of the launch scheduled for November 16. Cheryl Littman, the Assistant Dean for Institutional Research hosted the session which was held to discuss the actions expected when the system is available for Workload Coordinators, Registrars, HR staff and others responsible for tracking and reporting workload. Five colleges will go live – Graduate Center, Hostos CC, Medgar Evers, Queens and Queensborough – with the rest starting their activities on December 1. The emphasis in this community it to get as many people trained on the new tool as soon as possible, and to perform tasks on a schedule that has been shared with Faculty Workload Super Users in the coming months. CUNYfirst staff will be at the individual colleges on the Go-Live dates to support the new users.

- **Campus Solutions – Queens College and Queensborough Community College Readiness**

Starting this week, the Program Managers for CUNYfirst and Project Liaisons for Queens College and Queensborough Community College met to begin the work of creating workplan checklists to stay on track

with the many tasks needed for launching new student administration systems (Campus Solutions). They'll meet every Thursday. The goal is to ensure everyone is aware of upcoming tasks and to keep the CUNYfirst Core Team aware of issues that come up prior to the launch. A key item this week was to understand what reports will be available in a new CUNYfirst environment.

- ***HCM – Manager Self-Service Training***

We are now in our fourth month of using CUNYfirst Human Resources tools. If you go to the Careers at CUNY website, <http://web.cuny.edu/jobs/index.html>, and click on the Additional Job Postings, you can find over 170 jobs that have been posted using the new Talent Acquisition Management (TAM) application. As we begin to receive applications, it is important that our managers and supervisors learn how to use CUNYfirst in the recruitment process. Most of our colleges are teaching Manager Self-Service (MSS) to their supervisory population now, but are doing it in different ways. For some, trainers conversant in TAM are working directly with individuals, showing how to access the system and what tools they can use as supervisors in terms of managing their staff, and also bringing new people onto their teams – from requesting a position, determining the qualifications for the job, choosing and leading the search committee, to hiring. The most used method of training at our colleges is bringing small groups of managers from various departments in a way that won't overburden the HR departments in terms of coaching and supporting new users. The burst of activity in TAM is a testament to the teamwork at our colleges and the University Offices and our HR professionals and trainers who remain so valuable to our success. Below is an MSS training session held today at Baruch College.



Manager Self – Service Training – Baruch College

John Ray  
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- ***There are no meetings next week involving the CUNYfirst Core Team and our college Subject Matter Experts***