

August 28, 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
The 2009/2010 School Year has begun as well!**

- ***HCM – Human Capital Management – Chancellor’s University Report***

As CUNY begins a new academic year, the deadline for entering the personnel transactions needed for the September Chancellor’s University Report and our college and Central Office HR teams are checking and re-checking their entries for accuracy. Submissions are due Tuesday September 2 at 2pm. Since HCM went live in June, all of our HR offices have been inputting new hires and re-hires and validating other personnel information. In a letter to HR Directors, Vice Chancellor Gloriana Waters spelled out the importance of making sure records to be included in the report are correct. As this will be the first Chancellor’s Report generated in CUNYfirst, the University Office of Human Relations Management (OHRM) is working to assist colleges in some of the corrections needed to be made.

- ***Recruiting – Talent Acquisition Management (TAM)***

Four colleges – Brooklyn College, Bronx CC, Hostos CC and Queens College have begun the process to recruit new employees via the TAM module (A screen shot of a posting draft is show at the bottom of this report). They have begun creating positions, then completing the necessary steps to define job requirements and, for the first time at CUNY, have applicants use CUNYfirst on-line to apply for jobs and have our staff work entirely on line for recruiting and hiring new personnel. This effort will be done in three steps with additional colleges starting September 7 and the third wave September 14.

- ***Training – Manager Self-Service (MSS)***

Manager Self-Service (MSS) training begins next week coinciding with the use of TAM. Managers and Supervisors from throughout CUNY will receive a notification from their college inviting them to claim an account in CUNYfirst, then sign up for courses using the Enterprise Learning Management (ELM) system. While managers and supervisors will have little day-to-day functions in CUNYfirst at this time, they will need access if they request positions and manage or have a role in the search committee. There will be additional manager functions in the future in our student and finance applications, but for now, the MSS training will be focused on the role they will play in the recruitment and hiring of their staff.

Training for other applications, such as the General Ledger, HR and Budget will also be available in September.

- ***Faculty Workload***

As CUNYfirst moves forward toward the Fall Go-Live for the Faculty Workload calculation application, we’ve begun to identify the community that will be users. Earlier this week a webinar was held to discuss the user security roles for workload and the upcoming training. College workload coordinators were asked to identify four colleagues who would be primary users of the workload system to serve as super

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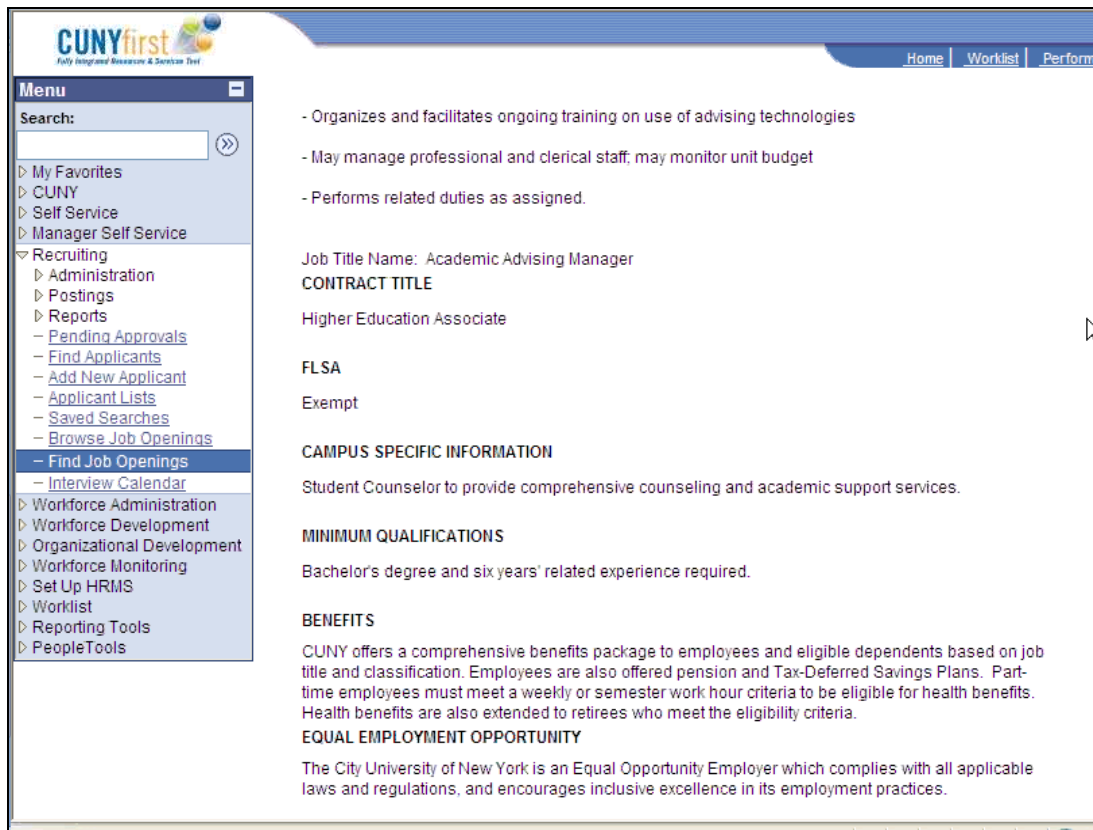
users and trainers for their campus user teams. The next task is the completion of spreadsheets where they will identify those individuals who will be using the workload system by performing tasks like inputting class assignments, updating workload assignments and running workload reports. Users Acceptance Testing (UAT) will start soon and we'll be reaching out to the workload community to test the system to make sure it meets CUNY requirements.

- **Procurement**

The CUNYfirst Procurement team began two months of process validation sessions this week with a meeting about how our interactions with vendors will be managed in the new system. Another vendor meeting will be held next week. Twenty-three sessions are scheduled for the Procurement team during months of September and October.

Have a good weekend!

John Ray
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Part of a TAM screen showing a draft job requirements posting. The information was created by several choices made by the HR Team at Bronx CC when they were creating a sample position.

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- Meetings Next Week**

CS UAT Script Writing Joseph Murphy Institute - 25 West 43 Street - 19th floor computer lab	Tue, Sep 01	9:30 AM – 4:00 PM
Procurement - CRP 2- Vendor Meeting 2 230 W. 41st - Manhattan - 10th Floor Conf Room		10:00 AM – 5:00 PM
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CS UAT Script Writing Joseph Murphy Institute - 25 West 43 Street - 19th floor computer lab	Wed, Sep 02	9:30 AM – 4:00 PM
HCM Office Hours Call 866-699-3239; 791 195 479		4:00 PM – 5:00 PM
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Communication Liaisons WebEx	Thu, Sep 03	1:00 PM – 1:30 PM