

CMS HCM 8.9 Update

February 22, 2007

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Agenda

- **What's New**
- **You Asked for It, You Got It**
- **Status Update**
- **Interim Procedures – Upgrade Period**
- **Self Service Demo**



What's New

- **The application has gone thru a major change in architecture, referred to as the 'Person Model'.**
- **The major change from a support and back office perspective is the separation of previously shared employee and student data. This was in PeopleSoft's development queue for quite a while, and has been delivered with this 8.9 upgrade.**
- **This basic change has required that we revise all of our campus modifications to work with the new table structures.**

What's New

New Look & Feel	Breadcrumbs replaced with a Left Frame and Portal like navigation
Grid Sorting	Can sort by most columns in the grid
Grid Download	Can download Grid Contents to Excel
Improved Reporting	Report Manager now requires just 'one click' to retrieve a report



You Asked for It, You Got It...

- **Student Worker Mod** -> Timekeepers can close their sessions and print CD048s before the deadline.
- **LAPP** -> Reports will default to the current pay period. Plus additional queries will be provided to assist timekeepers with reconciling time.
- **Employee Job Rosters** -> The page will load faster.
- **Self Service** -> Self Service navigation is more intuitive.



Status Update – HCM 8.9

We're on track for a March 19, 2007 Campus Go-Live

- Planning -> 100% complete
- Design -> 100% complete
- Development -> 95% complete
- Testing -> 95 % complete
- Documenting & Training -> 50 % complete
(some waiting for completion of development
& testing)



Status Update - LCD

- **We're on track for a July 1, 2007 Campus Go-Live of Labor Cost Distribution**
- **On April 1, we'll begin re-focusing on the LCD implementation which will include:**
 - Special Design Session participation from :
 - Divisional HR Coordinators
 - Divisional Finance Coordinators
 - User Work Team Design Review Session participation for:
 - Time & Labor / Leave Accounting
 - Temp Faculty Mod
 - Student Worker Mod



Status Update – Additional HR Functionality

We're in the process of evaluating the implementation of these CMS Core Modules:

- **Absence Management (TBD, 11/07)**
- **Recruiting Solutions (TBD, 12/07)**
- **Benefits Administration (TBD, 07/08)**



Interim Procedure – Upgrade Period

Timekeepers:

- Adjustments received after 02/25 will not be viewable on-line until after 03/19. Balances will not reflect time sheets submitted late.



Interim Procedure – Upgrade Period

Student Worker Processors:

- **Emergency Hires** – Students who need to begin work between 03/09 and 03/18, must be processed manually using the Informed Filler Student Authorization Form.
- **Non-Emergency Hires** - Processing will resume on 03/19.

***Note: These changes may not be readily viewable in the upgraded application. All changes will be processed by the Payroll Department as soon as administratively possible.



Interim Procedure – Upgrade Period

Temp Faculty Processors:

- Beginning 03/09, revisions to Spring Semester contracts will need to be completed manually. Processors will complete the Faculty Action Request (FAR) form which is available on the Faculty Affairs and Records website. The form is to be submitted to FAR (MH-128) after the appropriate approvals are obtained.

***Note: These changes may not be readily viewable in the upgraded application. All changes will be processed by the Payroll Department as soon as administratively possible.



Interim Procedure – Upgrade Period

Self Service:

- My Personal Profile will be disabled from 03/09 7pm – 03/19 8am.
- Employees will not be able to add or revise home address, phone number, e-mail address, or emergency contact information during this period.



DEMO

Employee Self Service



DEMO – Employee Self Service

The screenshot displays the 'Employee Self Service' web application interface. At the top left is the 'CAL STATE FULLERTON' logo. A navigation menu on the left shows 'CSUF HR' expanded to 'Employee Self Service', with sub-items: 'My Personal Profile', 'My Benefits Information', 'My Payroll and Compensation', and 'My Leave Information'. The main content area is titled 'Employee Self Service' and contains three primary sections: 'My Personal Profile' (with links for Personal Information, Home Address, Phone Numbers, and 2 More...), 'My Benefits Information' (with links for Health Plans Summary, Dependents Coverage Summary, Life and LTD Plans, and 2 More...), and 'My Payroll and Compensation' (with a link for Compensation History). A fourth section, 'My Leave Information', is located at the bottom left of the main area, with links for View Earned Leave Balances and View Comp Time Balances. The top right of the interface includes 'Home' and 'Sign out' links.

The new launch page for CMS HCM will be the Employee Self Service page. This will be re-visited.



DEMO – Employee Self Service

CSUF HR FULLERTON

Home | Sign out

Main Menu > CSUF HR >

Employee Self Service

Employee Self Service

- My Personal Profile**
 - Personal Information
 - Home Address
 - Phone Numbers
 - 2 More...
- My Benefits Information**
 - Health Plans Summary
 - Dependents Coverage Summary
 - Life and LTD Plans
 - 2 More...
- My Payroll and Compensation**
 - Compensation History
- My Leave Information**
 - View Earned Leave Balances
 - View Comp Time Balances

Menu
Navigation

Portal
Navigation






Can use either of two types of navigation.



DEMO – Employee Self Service

Main Menu > CSUF HR > Employee Self Service >

My Personal Profile

 <p><u>Personal Information</u> Review and edit your address, phone numbers, and emergency contact information on one page.</p>	 <p><u>Home Address</u> Review and update your home address.</p>	 <p><u>Phone Numbers</u> Review and edit your home, business, cellular or other phone numbers.</p>
 <p><u>Email Addresses</u> Add or update your email addresses.</p>	 <p><u>Emergency Contacts</u> Add or update your emergency contact information.</p>	

Employees can **update** their:

Home Address, phone numbers, emergency contacts, e-mail addresses.

Employees will receive confirmation by e-mail when changes are made.



DEMO – Employee Self Service

Main Menu > CSUF HR > Employee Self Service >

My Benefits Information

 <p><u>Health Plans Summary</u> Review medical, dental, and vision plan information.</p>	 <p><u>Dependents Coverage Summary</u> Review personal information and benefits coverage for your dependents.</p>	 <p><u>Life and LTD Plans</u> Review employer paid life insurance and LTD disability plan information</p>
 <p><u>HCRA & DCRA - (FSA)</u> Review dependent care and health care spending account plan information</p>	 <p><u>Tax Shelter Annuity (403B)</u> Review savings for additional retirement plan information</p>	

Employees can **view** their:
Health, Dental, Vision, Life, LTD, Dependents,
HCRA / DCRA, and TSA information.



DEMO – Employee Self Service

Main Menu > CSUF HR > Employee Self Service >



My Payroll and Compensation



Compensation History

Review compensation history

Employees can **view** their compensation history. History is accurate to 08/01/05 (our conversion date).



This page has been improved with 8.9, it will show all job rows that result in a pay rate change.



DEMO – Employee Self Service

Main Menu > CSUF HR > Employee Self Service >

My Leave Information

 <p><u>View Earned Leave Balances</u> Review your balances for sick, vacation, personal holiday, and state service.</p>	 <p><u>View Comp Time Balances</u> Review your compensatory time off, additional days off, and excess hours worked balances.</p>
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Employees can **view** their leave balances and history for accrued leave and compensatory time. (History goes back to 11/01/2005).



Questions

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