

PSFIN V8 Project Weekly Update for 11/05/2007

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For More Information:	
Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu	

To:	Campus Coordinators
Subject:	NEW: Institutional Readiness Tasks UPDATED
Message:	The Institutional Readiness Task Checklist has been updated. This version includes new tasks as well as new deadline dates based on the extended project timeline. The Task Checklist is located on the project website at: http://www.usg.edu/gafirst/fin/project/v8/news/weekly/ .
Action Required:	Download this document and use it to track the Institutional Readiness tasks for your institution.
Deadlines:	As noted in Checklist
Respond To:	psfin_upgrade@usg.edu if you have any questions.
For More Information:	<ul style="list-style-type: none">• Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/• Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Certified Trainers
Subject:	NEW: List of All Traditional Users including Email Addresses
Message:	<p>We previously asked for similar lists earlier this year, but did not ask for email addresses. Due to the need for email addresses, possible personnel changes at your institutions, and the extension of the training dates, we need to request a list of certain users including e-mail addresses.</p> <p>Please submit one list of all traditional users, including their email addresses, as a text file. Traditional users are those persons who use PSFIN in their everyday jobs duties.</p>
Action Required:	<p>Submit one list of all traditional users, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> • NOTE: If there is overlap with the Non-Traditional eProcurement Users list as requested on page 4, please include those users in both lists.
Deadline:	November 28, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Certified Trainers
Subject:	NEW: List of All eProcurement Users including Email Addresses
Message:	<p>We previously asked for a list of all users who will be entering requisitions in PSFIN V8.9. We now need e-mail addresses for these users. Due to the extension of the training dates and possible personnel changes at your institutions, we need to request this list again with e-mail addresses included.</p> <p>Please submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p>
Action Required:	<p>Submit one list of all users who will enter requisitions in PSFIN V8.9, including their e-mail addresses, as a text file.</p> <ul style="list-style-type: none"> • NOTE: If there is overlap with the Traditional Users list as requested on page 3, please include those users in both lists.
Deadline:	November 28, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators and Technical Representatives
Subject:	New: PSFIN V8 Project November Quarterly Update Meeting and November Institutional Readiness Web Conference
Message:	<p>The next Quarterly Update Meeting has been scheduled for:</p> <ul style="list-style-type: none"> • Date: Thursday, November 29, 2007 • Time: 9:00 a.m. – 4:00 p.m. • Location: Macon State College, Auditorium K <p>The November Institutional Readiness Web Conference will be conducted at this Quarterly Update Meeting. All Campus Coordinators are required to attend the Quarterly Update Meeting and the Institutional Readiness Web Conference.</p>
Action Required:	<ul style="list-style-type: none"> • Reserve Thursday, November 29, 2007 from 9:00 a.m. to 4:00 p.m., for this Quarterly Update Meeting. • Register for this meeting online at: http://novqum.eventbrite.com. Campus Coordinators should go to this link and enter the requested information for each attendee from your institution. <ul style="list-style-type: none"> • NOTE: The event password is: V8
Deadline:	Register online by 5:00 p.m. Monday November 19.
Respond To:	Michael Casuccio at psfin_upgrade@usg.edu .
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Active Employees, Core Financials Users, and Self Registration in HRMS
Message:	<p>The Implementation of Expenses and eProcurement in version 8.9 will cause the number of users in the Financials application to grow significantly. In conjunction with this implementation, we will also implement Single Sign On between the HRMS Self Service Portal and the Financials Self Service Portal. Single Sign On will allow users to log into Self Service one time and have seamless access to both their personal HR and Finance information, such as Personal, Job, Payroll, Benefits, and Expense Reimbursements.</p> <p>With this change, PeopleSoft HRMS will become the System of Record for User IDs, E-mail addresses, and passwords. In order to synchronize User IDs and access between PeopleSoft Financials and HRMS, active employees who have not already done so must create a Self Service User ID via the Self Registration process in PeopleSoft HRMS. Users must also set up a primary email address in HRMS that will be synchronized to PeopleSoft Financials, and used for workflow notifications.</p> <p><u>If you are:</u></p> <ol style="list-style-type: none"> 1. An existing Core FIN user and you HAVE registered for HR Self Service using your Core FIN UserID, no action is required. 2. An existing Core FIN user and HAVE NOT registered for HR Self Service, you must register using your current FIN UserID. 3. An existing Core FIN user and you HAVE registered for HR Self Service but used a UserID that is different than your FIN UserID, you must: <ul style="list-style-type: none"> • Contact your security administrator and have them delete your HR Self Service UserID. • Then log in to HRMS Self Service and complete the registration process again, using the same UserID as your FIN UserID. 4. Both a Core FIN user and a Core HRMS user, you have two choices: <ol style="list-style-type: none"> a. You can do nothing and your HR User ID will be synced to the Finance database for Single Sign On. Thus, you will have one User ID for Self Service and Core HR, and one User ID for Core Financials. (or) b. You can choose to have your security admin delete one of your User IDs and rebuild it using your primary UserID. The new account would have the same roles as the previous account.

	<p>Note 1: If you are an existing Core user in both HR and FIN, your User ID in each system may also be tied to Run Controls, Private Queries, Process Scheduler Reports, Process Monitor Jobs, or other unique system processes. Please consider this information if you decide to delete and recreate one of your Core User IDs. The deleted User ID will lose all access to the above-mentioned historical transactions.</p> <p>Note 2: If you are an existing Core FIN user and your User ID is less than six (6) characters, the HRMS Self Registration process will not work. You must have your HRMS Security Administrator add the User ID in HRMS with the Base PeopleSoft User role only.</p>
Action Required:	<p>Require all active employees to register for Self Service and enter a primary E-mail account.</p> <p>Note: Since PeopleSoft HRMS will become the central store for passwords, the password that is in HRMS Self Service at the time of cutover will become the password for the Financials application as well. Passwords from that time forward will be synchronized between both systems. It will be important for users to remember or change their password in HRMS Self Service prior to Go-Live.</p>
Deadline:	February 1, 2008
Respond To:	Shelia Sloan at psfin_upgrade@usg.edu if you have any questions.
For More Information:	<ul style="list-style-type: none"> Visit the PSFIN V8 Project web site at: http://www.usg.edu/gafirst/fin/project/v8/ Contact the PSFIN V8 Project team at: psfin_upgrade@usg.edu