



HRMS Update

The HRMS Team will be releasing the PeopleTools upgrade (to version 8.48) in Release 3.26 scheduled for July. We are also working on a number of BOR modifications that will be included in Release 3.27 in September. Many of these BOR modifications are from approved Model Change requests so this should make some of our customers very happy.

In this newsletter, you will find some detailed information about the PeopleTools upgrade and what you can expect to see. There is also an important announcement about the

extended downtime that your functional and Self Service users will experience. On page 2 we have a very interesting article about Self Service usage at some of our campuses and how one campus has calculated their savings from Self Service.

In our last newsletter we indicated that we were tentatively planning to begin our upgrade to PeopleSoft version 9 (including a Time and Labor solution) this fall. This upgrade has been delayed due to lack of funding, so we are now looking at the possibility of delivering additional



functionality and enhancements in our current version. Keep watching for future newsletters to keep updated on our plans.

Please Take Note:



Expanded Downtime for Release 3.26 !

GeorgiaFIRST Project Release 3.26 for PeopleSoft HRMS 8.8 will be available for use Monday, July 23, 2007 at 7:00am.

Downtime for this release will begin **Thursday, July 19, 2007 at 6:00pm**. The Functional and Self Service HRMS environments will be unavailable until 7:00am Monday, July 23, 2007.

Please communicate system downtimes to ALL PeopleSoft HRMS users on your campus **including your Self Service users**.

Changes to PS HRMS Software Distribution

Recently the HRMS Team posted a Known Issue regarding a change in our software distribution method that corresponds to the PeopleTools 8.48 upgrade that might be required by technical users on your campus.

Previously technical users that utilized PeopleSoft HRMS data *outside* the functional web-based system were provided with a single installer to pre-package software such as Crystal, PeopleTools query, and various SQR programs. This method worked well for a number of reasons, including the fact that this took up less space on the user's workstation, it was easier to update the fileserver, and we could ensure that the software was compatible with other enterprise applications, such as PS Financials and Banner.

In today's environment, the reasons that we adopted the single installer are no longer issues — most workstations have an abundance of space and software conflict monitoring is no longer necessary. As a result, technical users at the institution will be given manufacturer-provided installer along with the documentation provided by each vendor.

Users that require the new installer or are uncertain as to whether they require the new installer should contact the OIIT Helpdesk at http://www.usg.edu/customer_services (support request self-service) or e-mail Helpdesk@usg.edu.

PeopleSoft Enterprise Application Upgrade

The PeopleTools Upgrade is the GeorgiaFIRST initiative to implement new PeopleSoft HRMS technology across the organization. Enterprise PeopleTools provides the underlying technology for PeopleSoft applications. All PS Enterprise applications, such as Human Capital Management, Financials and others are built, deployed, and maintained using Enterprise PeopleTools..

The OIIT 3.26 Release

This release delivers an upgrade to our software development environment (i.e. PeopleTools) to PeopleSoft version 8.48. While the PeopleTools upgrade is primarily technical in nature, functional users will notice some global changes in appearance. Our Self Service users will experience the same quality look and feel as before. Specific Functional additions include:

1. Appearance – 3.26 delivers Users an option to either **1)** continue use of the drop-down menu on the left side of each page to drill down to their desired pages or **2)** access folder icons that allow access to those same pages more directly. Please review our April 2007 newsletter at <http://www.usg.edu/gafirst/hrms/docs/newsletter/> for a view of the new look.
2. Enhanced Query Function – 3.26 delivers the ability to create queries with outer joins using the PeopleSoft Query tool. Previously users had to employ a workaround that would perform the same function as an outer join, but consisted of several additional steps. The GaFirst Intermediate Query manual has been updated to reflect the new method for outer joins. The manual can be accessed at <http://www.usg.edu/gafirst/hrms/docs/training>.
3. Special Character restriction when creating "New" User IDs. Previously, users were allowed to use special characters to define their User IDs. Release 3.26 restricts the following special characters from the User ID definition: `; : & , < > / " [] ()`

Note: Existing User IDs that contain the above listed special characters will NOT be affected by this enhancement.

Self Service and Metrics Reporting

It has been almost five months since the GeorgiaFIRST team completed implementation of PeopleSoft HRMS Self Service. Since that time a number of USG employees have had the benefit of accessing HR, Payroll, and Benefits information anytime, from anywhere.

The use of Self Service provides significant benefits to the campus and USG as a whole, including:

- ✦ Reduced overhead
- ✦ Paperless transactions
- ✦ More accurate data through employee

- ownership
- ✦ Increased productivity

Metrics is the process of measuring a quantifiable item. With regards to Self Service, metrics reporting will measure the level of Self Service usage at each campus, how that usage is broken down per employee group (i.e. Full-time, Faculty, Part-time, Students, etc.), and how many self service transactions are being

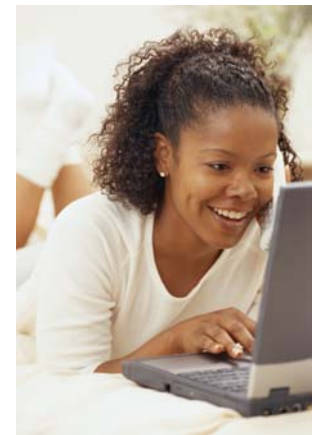
"What gets measured gets done."

-Tom Peters.

performed as compared to manual transactions.

Why are we measuring Self Service usage? This information will allow management at USO and the campus to calculate the cost savings actually realized due to the implementation of self service and areas where opportunities for savings have not been realized.

Ultimately this information will allow management to determine the return on investment (ROI) we are receiving from the implementation of Self Service.



30% of GaFIRST employees are currently using Employee Self Service

The Benefits of Suspending the Printing of Direct Deposit Advices

As a by-product of the efficiencies gained through the delivery and utilization of the new Self Service Programs, several campuses have further reduced their operating costs by no longer printing Pay Check Advices. These campuses include:

- ✦ Atlanta Metropolitan College
- ✦ Georgia Perimeter College
- ✦ Kennesaw State University
- ✦ Southern Polytechnic State University



Suspended Advice Print Savings Example

The elimination of printing pay advices can yield significant financial benefit. Kennesaw State University was the first GeorgiaFIRST institution to eliminate printing pay advices and has estimated their cost savings for doing so.

KSU estimates the cost of printing a paper check or advice to be .60 per item. (Includes check & paper stock, printer cartridges, labor for printing and sorting. Note: does not include distribution costs.)

Jan 2006 – May 2006 – KSU printed 18,623 checks and advices. **Total Cost = \$11,173.80**

Jan 2007 – May 2007 – KSU printed 3,238 checks (no advices). **Total Cost = \$1,942.80**

Savings of **\$9231** over 5 months – an **83% cost reduction**.

Campus With Highest Self Service Utilization:

Atlanta Metropolitan College

Overall Self Service Utilization = 70%

Full-Time Employees = 81%

Part-Time Employees = 53%

Student Employees = 55%

Note: Utilization statistics are based on the number of active employees who are registered users of Employee Self Service.

Congratulations Atlanta Metro! Keep up the great work.



For more information re: PeopleSoft HRMS, please visit our website at

<http://www.usg.edu/gafirst/hrms/>

Our website contains Project Information, Business Processes, Release Notes, Archive of Known Issues, and much more.

If you need assistance contact the OIIT Helpdesk at http://www.usg.edu/customer_services

Make Plans to Attend the 10th Annual Georgia Summit!

Our annual users conference, will be held September 19-21, 2007, at the Marriott Hotel and Suites in Augusta Georgia. The PS HRMS presentations include:

- Employment Verification by the Department of Homeland Security
- 941 vs. 941c
- Roundtable on Department Budgets
- ERS Reporting
- HR/Payroll Steering Committee Update
- Change Review Update
- Payroll Errors and Warnings
- Independent Contractors vs. Employees
- HRMS Update