



e-Apps Project Update

We are just a few weeks away for releasing the PeopleSoft Employee Self Service (eApps) functionality to our Pilot Institutions!

During the last month, we conducted our Functional Workshop with our Pilot Institutions and completed our Planning and Analysis phase, as well as the Design phase of our project. During this time, we have expanded the scope of the project somewhat to include some eBenefits functionality (see related eBenefits item).

Currently our Development team is hard at work completing the required modifications and our Functional team has starting the task of System Testing. Our Pilot Institutions will come to Athens for User Acceptance Testing during the week of October 2. During this time each institution’s security administrator will set up the appropriate security for their database and the functional staff will complete some setup tasks and then run test scripts and a test payroll to validate their eApps functionality.

As you can see, there is a lot going on and things are moving quickly, but we are very enthusiastic about the benefits that we expect to reap from this project.

-Christy Todd
 Functional Sub-Team

e-Benefits

We’ve added more e-Apps functionality.

The *GaFirst* HRMS team has added the e-Benefits module to the Self-Service roll out. We will utilize the view only portion of the e-Benefits module. This added functionality will allow employees to view their benefits information on-line such as: health care and dental insurance plans, dependent and beneficiary information, birth and adoption information, and marriage status.

Like other modules of Self-Service, the e-Benefits module will allow our users to validate their information and know at any time that human resources and payroll have their personal information accurate and up to date.

Key Dates

9/15/06.....	Development Complete
10/2/06.....	User Acceptance Testing for Pilot Schools
10/9/06.....	Implementation Complete and functionality released to the Pilot Schools
10/9/06.....	Project begins for remaining USG Institutions
2/2/07.....	Implementation Complete for all USG Institutions

End User Training

The GaFirst team is developing examples of training and communication documents. We will post our samples along with those from the pilot schools on the HRMS website at -

<http://www.usg.edu/gafirst/hrms/project/eapps1>.

Also, look for more examples and information regarding Self-Service application roll-out at this years Summit conference. Below are e-Apps related presentations.

Wednesday 09/20

- Transforming HR Processes through ePay and eProfile
- HRMS Self-Service Project Update

Thursday 09/21

- Using PeopleSoft Self Service to Improve Campus Business Processes

e-Apps Security

The implementation of self-service will require changes to the current BOR security model and the way we currently do our business. To help the local security administrator to prepare for the upcoming changes, the *GaFirst* team will conduct a security workshop for the pilot institutions the week of October 2 as part of User Acceptance Training.

Topics covered in the security workshop:

- How we achieve the restriction of access to self-service by using web server portals.
- Changes to our current BOR security model to include permission lists, roles and user profiles.
- How the self-registration process works.
- The level of support the local campus security administrator will provide employees.
- What is involved in implementing departmental security

(*Note:* not a requirement to implement this phase of self service).

Security Decisions made for self service implementation:

- Each user profile **MUST** have an employee ID assigned to access their data via self service.
- Generic user IDs and employees assigned to multiple user IDs are not allowed.
- Rehired retirees will have two user IDs because they have two employee IDs
- Stronger password control is required for self-service. A password must contain at least 6 characters and 2 digits, and it is set to expire every 180 days
- Since user profiles are attached to user IDs, employees who previously had access to change their own information via job data will now have to change their information via self-service or contact human resources for changes.

- *Jordan Morgan, Security Sub-Team*



PeopleSoft Supported Browsers In order for employees to access Self-Service they must utilize the browsers supported by the PeopleSoft application.	
Operating System	Supported Browsers
Windows XP	MS Internet Explorer/Netscape 6.2x/Netscape 7
Windows Server 2003	MS Internet Explorer 6
Windows NT	MS Internet Explorer 5, 5.5, 6/Netscape 6.2x/Netscape 7/Netscape Communicator 4.7x
Windows 98	MS Internet Explorer 5, 5.5, 6/Netscape 6.2x/Netscape Communicator 4.7x
Windows 95	MS Internet Explorer 5, 5.5/Netscape 6.2x/Netscape Communicator 4.7x
Windows 2000	MS Internet Explorer 5, 5.5, 6/Netscape 6.2x, 7/Netscape Communicator 4.7x
UNIX	Netscape 7, Netscape Communicator 4.7x
Mac OS9/X	Netscape 6.2, 7
Mac OS 7.61 & above	MS Internet Explorer 5
Linux	Netscape 7, Netscape Communicator 4.7x