

PSFIN V8 Project Weekly Update for 09/10/2007

Tasks & Announcements		
Due Date	Description	Page
09/10/07	Training Plan Final Draft	2
09/17/07	Register for the PSFIN V8 Project September 2007 Institutional Readiness Web Conference	3
09/19-21/07	Georgia Summit Sessions related to the PSFIN V8 Project	4
09/19-21/07	Georgia Summit Workshops related to the PSFIN V8 Project	5
02/01/08	Active Employees, Core Financials Users, and Self Registration in HRMS	6

Upcoming Events		
Date	Event	Page
09/19-21/07	Georgia Summit Conference	4,5

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:	Certified Trainers
Subject:	Training Plan Final Draft
Message:	<p>OIIT will provide comments and suggestions to all Certified Trainers concerning their Training Plan draft on Monday, August 27th. Please make revisions to the draft Training Plan for your institution. The PSFIN V8 Training subteam will review your final draft and provide final recommendations at the Financials V8 Certified Trainer workshop at the Georgia Summit conference. This workshop will provide Certified Trainers with the preparation needed to coordinate the PSFIN V8 training program at your institution.</p>
Action Required:	Prepare and submit a final draft of the Training Plan for your institution.
Deadline:	Close of business Today, Monday, September 10, 2007
Respond To:	Training subteam at psfin_upgrade@usg.edu with the requested information, or 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:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	Register for the PSFIN V8 Project September 2007 Institutional Readiness Web Conference
Message:	<p>The next monthly Institutional Readiness Web Conference will be held at Georgia Summit 2007 in Augusta. The meeting is scheduled for:</p> <ul style="list-style-type: none"> • 3:00 p.m. Wednesday, September 19, 2007 in the Walsh conference room. <p>If your institution is participating in Summit this year, then we strongly encourage you to have one representative attend the IR meeting. If your institution cannot participate, we will post a meeting summary to the project website after the meeting.</p> <p>Space will be limited for this meeting, so there will only be room for 1 representative from each institution. Please register online for this meeting by going to the following registration link: http://www.ciclt.net/bor/Events/getRegistrant.asp?E=1391.</p>
Action Required:	Register for this meeting online at the link above.
Deadline:	Monday, September 17, 2007
Respond To:	psfin_upgrade@usg.edu if you have 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:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	Georgia Summit Sessions related to the PSFIN V8 Project
Message:	<p>The Georgia Summit Conference will be held in Augusta, Georgia on September 19 - 21, 2007.</p> <p>This year's Georgia Summit Financials track features important sessions that focus on the Financials V8 Project. These sessions include:</p> <ul style="list-style-type: none"> • PSFIN V8 Project Update • Budgetary Control: Evolution to PSFIN V8 • HR and Financials integration in PSFIN V8 • Overview of Travel and Expenses in PSFIN V8 • Query Basics for PSFIN V8 • PeopleSoft Financials – How Will It Change? • Expenses and ePro Workflow in PSFIN V8 • Financials and ePro in PSFIN V8 <p>A complete conference agenda and registration information can be found on the Summit website located at: http://www.usg.edu/oit/summit/2007/.</p> <p>Campus Coordinators and Technical Representatives are encouraged to attend. There is no deadline to register for the Summit Conference, but space is limited so make your reservations soon.</p>
Action Required:	<ul style="list-style-type: none"> • Reserve Wednesday, September 19 through Friday, September 21, 2007 for the Georgia Summit. • Register for Georgia Summit 2007 at: http://www.usg.edu/oit/summit/2007/registration/.
Deadline:	There is no deadline for registering. Registration ends when the sessions are filled. Register soon!
Respond To:	Michael Casuccio 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

To:	Campus Coordinators, Technical Representatives, and Certified Trainers
Subject:	Georgia Summit Workshops related to the PSFIN V8 Project.
Message:	<p>The PSFIN V8 Project Team will be conducting three project-related hands-on workshops at the Georgia Summit 2007 Conference.</p> <p>Details are listed below. Your institution is encouraged to send a representative to each of these workshops. These workshop sessions will provide valuable information related to PeopleSoft Financials version 8 and there will be opportunities to participate in hands-on demonstrations.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • There are two time slots for each topic. • You only need to register for the one of your choice. If the seats are filled in one time slot you will have to choose the other time slot. • You must register separately for these workshops in addition to registering for Summit. • Space is limited, so your institution will only be able to send one representative to each workshop topic. • There is no additional cost for these workshops. <p>Workshop details and registration links can be found at: http://www.usg.edu/gafirst/fin/project/v8/news/events/.</p>
Action Required:	<ul style="list-style-type: none"> • Register online for the PSFIN V8 Project workshops as noted above • Register for Summit (see the previous Sessions announcement)
Deadline:	There is no deadline for registering. Registration ends when the workshops are filled. Register soon!
Respond To:	Michael Casuccio 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

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: If you are a 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>
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