

October 23, 2009

The following is an update of the CUNYfirst Project. Please share with colleagues you believe will be interested in its content.

CUNYfirst is Live! - HR, General Ledger, Line Item Budgeting, Course Catalog

- **Next Launch – Human Resources, Faculty Workload, Course Catalog**

The following was shared with our campus teams this week:

During our meeting on October 14, 2009, the colleges and the process owners decided to proceed with the upcoming launch of Faculty Workload, University-wide Course Catalog and HCM Release 2 (Mass Salary Update, Daily Transaction Report, and Arbita Interface) on October 26, 2009.

However, based on further discussions on the subject with the Office of the University Controller (OUC), we believe it will be better to launch the above functions on **November 16, 2009**.

The OUC needs uninterrupted access (including weekends) to the CUNYfirst system (which is now the system of record for General Ledger) through November 10, 2009 in order to complete fiscal year closing activities. To add a new module such as Faculty Workload, we would need to take the system down for some time before October 26, 2009. Being an integrated system with a common identity management front-end makes it extremely risky to take parts of the system (such as HCM) down while keeping other parts of the system (such as GL) operational. To avoid any impact on the year end closing, we will launch Faculty Workload, University-wide Course Catalog and Mass Salary Update on November 16, 2009.

There remain a number of important tasks to prepare for launch, not the least of which is training users of the new applications. Faculty Workload will be phased in with the Graduate Center, Hostos Community College, Medgar Evers College, Queens College and Queensborough Community College using the new tools on November 16, with all of our other colleges beginning December 1.

College Registrars and staff are updating Course Catalog and Schedule of Class data to be ready for the conversion into CUNYfirst. Our college and university offices HR staff are also correcting and validating, by next Wednesday, data about staff who will have their salary updated in the system to reflect the pay increase that went into effect this week.

- **Training**

The first step for preparing users for the new Faculty Workload tools is complete. Train the trainer sessions have been completed and will be reviewed with workload coordinators during a webinar next Wednesday. That session will also clarify business processes and expectations for launch.

Training begins November 9 for HCM rollout two (Mass Salary Update, Daily Transaction Report and Arbita interface).

The training team will also conduct a Talent Acquisition Management (TAM) workshop webinar November 6. Those wanting to participate must enroll in ELM.

On a side note, our electronic recruiting is ramping up. Almost all of our HR offices from around the university are posting open positions using TAM. If you go to the CUNY Careers website, you can find 14 pages of open position links. Congratulations to our recruiting teams!

- **Campus Solutions – Student Administration**

At the time this edition is sent, the campus teams at Queens College and Queensborough Community College are meeting with the CUNYfirst Student Team and Project Leadership, along with University Registrar Annamarie Bianco, to discuss the status of launching the new Campus Solutions module next year. Campus Solutions is the suite of applications that will allow students to register for classes, view their bills and payments and to interact with their advisers and the professional staff that supports them. The meeting is to establish and review key tasks and responsibilities for both the CUNYfirst team and the campus teams.

- **Student Marketing**

At Queens College and Queensborough Community College, dedicated student marketing teams are ramping up activities in advance of the planned rollout of Campus Solutions next semester. At both campuses, the marketing teams, comprised of students and college staff, are developing communications materials and planning events.

At Queensborough Community College, the CUNYfirst student marketing team has already had one awareness event and is planning another in mid-November. They are now meeting regularly to create a student web site, create a Q&A video and other materials.

At Queens College, the team has advertised for more student members and will hold an orientation session for those new team members next week. They also are far along in developing direct mail postcards – all part of a strategic marketing campaign that consists of student teams, an awareness campaign, campus events and go live communications.

- **Meet our Testing Team**



CUNYfirst Testing Team – From left – Sofya Husain, Yechiel Rosenrauch, Angela Mc Morrow, Joseph Sierra, and Jovetharoy Peter



FRIDAYS@first

Our Testing Team is in place and manages and monitors all application testing to ensure our new tools meet CUNY requirements. They began to work as a unit during the most recent testing for our November launch of Faculty Workload, Course Catalog and Schedule of Classes and HCM Rollout Two.

Here they are, with their titles and what they did before coming to the CUNYfirst Project. Welcome!

- Joseph Sierra – UAT Testing Manager – PeopleSoft Systems** (*Bank of NY Mellon Production Quality Control Group Manager*)
- Yechiel Rosenrauch – UAT Testing Manager – Campus Solutions** (*NYU Executive Director of Student Information Systems*)
- Joevetharoy Peters – UAT Technical Testing Manager** (*Citibank HPQC Consultant*)
- Angela McMorro – Senior Business Analyst** (*IBM Sr. Quality Assurance Business Analyst*)
- Sofya Husain – Senior Business Analyst** (*Western Union Sr. Quality Assurance Business Analyst*)

Have a great weekend.

John Ray
CUNYfirst Communications Manager

- **Meetings Next Week**

Procurement - CRP2 - Play Day 230 W. 41st - Manhattan - 10th Floor Conference Room	Tue, Oct 27	10:00 AM – 1:00 PM
<hr/>		
Procurement - CRP2 - SF Interface Baruch VC 8-160	Wed, Oct 28	10:00 AM – 1:00 PM
Procurement - CRP2 - Bank Statement to Cash Reconciliation Baruch VC 8-160		2:00 PM – 4:00 PM
Faculty Workload Update via WebEx		3:00 PM – 5:00 PM