

Columbia University
People @ Columbia (PAC) Project
Jobs At Columbia (JAC) Project

Human Resources
Management Committee

March 5, 2004

Agenda

- **People @ Columbia (PAC)**
 - **Recent Accomplishments**
 - **Employee & Manager Self-Service Functionality & Demonstration**
 - **Manager Self-Service Training Approach & Timeline**

- **Jobs At Columbia (JAC)**
 - **Recent Accomplishments**
 - **Timeline Updates**
 - **Communications and Training Schedule**

PAC Recent Accomplishments

- **Application & Process Design – Completed on 1/15/04**
- **Change Management, Communications & Training Design - Completed 2/28/04**
- **Technical Infrastructure Design – Due 3/15/04**
- **Implementation Phase – Due 9/30/04**
 - ✓ Data Conversion Development in progress
 - ✓ Systems Development in progress – due 4/30/04
 - ✓ Test Planning & Scripting in progress – due 4/30/04
 - ✓ Parallel Test Planning in progress

PAC Employee and Manager Self Service Functionality

- Phase I Self-Service functionality will be very similar to today with the addition of paycheck information ability to update direct deposit information, update federal W-4 information and print Turnaround PAFs.

Self Service Functionality	PeopleSoft Audience & Access		Current Self-Service
	Employee	Manager	
Personal Information			
Addresses	Edit	Edit	Edit
Phone Numbers	Edit	Edit	Edit
Emergency Contacts	Edit	Edit	N/A
Email Address	View	View	Edit
Benefits Summary			
Benefit Plan Enrollment	View		View
Covered Dependent Information	View		View
Health, LTD and Life Benefits Coverage	View		View
Retirement Plan and Carrier Allocations	View		View
Tax Deferred Annuity (SRA) Contributions and Carrier Allocations	View		N/A
Payroll Summary			
Paycheck	Print		N/A
Direct Deposit	Edit		N/A
W4	Edit		N/A
Job Summary		View	View
PSYCHE Information		View	View
Interdisciplinary Affiliations		View	N/A
PAF and Nomination Form		Print	N/A
Turnaround PAF		Print	N/A

PAC Manager Self Service Training Approach

➤ Audience

- Departmental Administrators on all Columbia Campuses.

➤ Course

- Manager Self Service Course HRMS201
- Consists of six procedures:
 - Personal Information (*edit*)
 - Job Summary (*view*)
 - Psyche Information (*view*)
 - Interdisciplinary Affiliations (*view*)
 - PAF & Nomination Forms (*print*)
 - Turnaround PAF (*print*)
- Pre-requisite - user must be proficient with using a MS Windows personal computer (*Columbia offers free courses to employees on Using Personal Computers and Using MS Windows in Columbia Multimedia Learning Center on the second floor of Lewishon Hall.*)

➤ Materials

- Presented in a step-by-step guide.
- Provides the description and purpose of the procedure with step-by-step instructions and screen prints for completing the process, including the appropriate Columbia values to use for each situation.

PAC Manager Self Service Training Approach

➤ Delivery

- Self-study course that can be downloaded from the PAC web site and learned at your own pace, in your own environment.
- Learning Lab sessions (6 Morningside, 6 CUMC) where you can visit the training room to speak with an instructor or your HR Service Manager regarding the course or the new PAF Handbook. You can also use the time to walk-through the on-demand course while someone is present to help.
- Course will be available beginning on August 2, 2004. *DAs will need a valid UNI ID and Password to access the course download page.*

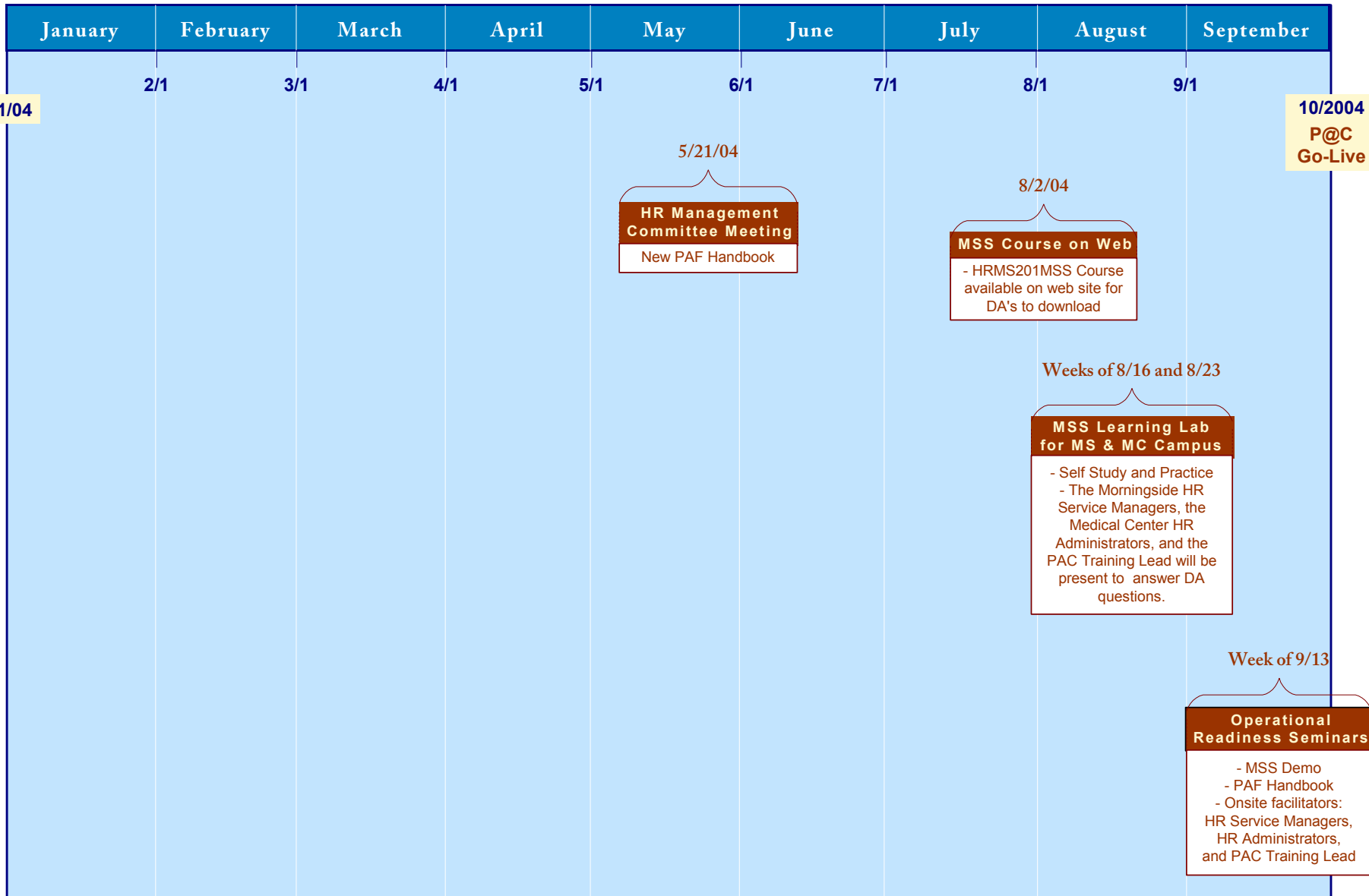
➤ Skills Assessment

- Short readiness assessment to download from the PAC web site and complete after taking the Manager Self Service course.
- Successful completion of the readiness assessment will provide assurance to DAs, and the project team, that they possess the required understanding of the application for the day one go-live environment.
- Upon completion of the readiness assessment, you will receive your User ID and Password to access the Practice database. *The readiness assessment must be passed to receive access to the new PeopleSoft application.*

➤ Operational Readiness Seminar

- Operational readiness seminar approximately 2 weeks before PeopleSoft go-live.
- Trainer will walk through the HRMS201 course and an HR Service Manager will discuss the new PAF Handbook.
- PAC project team will provide important go-live reminders.

PAC Manager Self Service Training Timeline



JAC Recent Accomplishments

- **Application and Implementation Design – Applicant and Manager Site Modifications Near-Completed**
 - Modifications being finalized, including “express application” approach, online signup option, gateway questions
 - Reporting strategy in progress – core reports for go-live
- **Change Management/Communications/Training**
 - Pilot phase established – 4/1/2004 – 6/30/2004
 - JAC access via University Portal available in October with PAC implementation
 - Communications approach completed – Website announcements beginning of March; brochure mid-March
 - Training approach completed – vendor training held 2/26 and 2/27 for 74 hiring dept and central HR staff; additional sessions to be held in March and April
 - Distributed site kiosk deployment: no kiosks to be added at this time
 - JAC access via Learning Lab approach completed, through 6/30/04
- **Partnering with Community Groups In Progress**
- **Technical Infrastructure Design**
 - WIND authentication in progress
 - Position data conversion and maintenance -- approach finalized

JAC Timeline

- **Week of March 8, 2004**
 - Template Creation Begins (central HR only)
 - Communications to Internal and External Community
- **Week of March 15, 2004**
 - New “Job Opportunities” Page Debuts
- **March 26, 2004: Last Day for Postings in Current Systems**
- **March 29, 2004 - April 2, 2004: No Postings on Web**
 - Departments Enter Ongoing, New Postings on Web
- **April 5, 2004**
 - Jobs At Columbia Debuts for External Community

JAC Communications and Training Schedule February 2004-October 2004

➤ February 2004

- Meetings with Bargaining Units, HR Network, Arts and Sciences DAs
- Vendor-Led Training for “Power User” Departments, Central HR Users

➤ March 2004

- Follow-up Meetings as Needed with Bargaining Units
- On-site training for Medical Center, Morningside large units
- Notices on Posting Sites; Notification Letters; Summary Brochure

➤ April 2004

- Follow-up training session for anyone who could not attend in Feb, March
- Position Description Transition Process with DAs

➤ July - September 2004

- Discussions re: “Phase III” Policy Changes

➤ October 2004

- Jobs At Columbia moved to MyColumbia portal, with People @ Columbia

Next Meeting

The next HR Management Committee meeting will be held
Friday, April 16th from 9:30 – 11:30 a.m..

The following topics will be discussed:

- **Project Accomplishments**
- **Changes to Payroll process**
- **Testing Approach**
- **Update on Reporting Approach**

How to Obtain Information on the JAC Project

1. E-Mail comments and questions to pp2111@columbia.edu
2. View the Job Opportunities web site for project information (coming early Feb 2004): www.columbia.edu/cu/jobs/
3. Contact the JAC Project Manager, Paula Puhak
 - (212) 851-2835
 - pp2111@columbia.edu

How to Obtain Information on the PAC Project

1. E-Mail comments and questions to PAC@columbia.edu
2. View the Project Website for project information:
www.columbia.edu/cu/pac/
3. Contact the PAC Project Director or Communications Liaison
 - **Project Director: Lynne Gere**
 - (212) 851-2912
 - lg2193@columbia.edu
 - **Communications Liaison: Joseph Harney**
 - (212) 854-1540
 - jh2087@columbia.edu