Change Leaders Meeting Notes
May 16, 2013
10:00–11:00 am

Action Items

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Assigned to:</th>
<th>Due Date:</th>
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</thead>
<tbody>
<tr>
<td>1. Email Change Leader presentation to meeting participants.</td>
<td>Henry Barrera</td>
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<td>2. Send out Awareness document: Go Live Preparation</td>
<td>Henry Barrera</td>
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<tr>
<td>3. Setup Focus Group meeting with Kari Peterson</td>
<td>Change Leaders</td>
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Meeting Discussion

Project update:
- Welcome the new Change Management Lead: Kari Peterson
  - Kari will be scheduling focus group meetings with the Change Leaders.
- Reviewed changes to the timeline and testing

Project Outreach Initiatives
- Postcard about the Go live date distributed
- UTShare Preparation activities were distributed on May 8th
- Admin Spotlight detailing Go-Live Preparation activities – Distributed May 10th
- Awareness document targeted distribution by the end of May

UTShare Training Update
- Back Office Training (Central processing areas) begins in May and will continue thru fall (Will be a part of testing)
- Front Office Training (All employees) begins in July and continue through fall
- Facilitation methods: Online, Classroom and hand on-labs

Time Reporting
- Employees will enter their own time worked and/or absence based on Pay type
- Supervisors will approve absences and time worked for their reports (must have correct “Report to” information
- Must enter time and approvals prior to payroll run
- Recommend weekly time entry and approval

Questions

1. Is there any chance that Go Live will be moved?
   - No – The problems found will not delay Go-Live (this will include the entry of the new Summer faculty, staff, assignments and contracts)

2. Will we have to be concerned about data current data up to the Go live date?
   - A mechanism will be developed input the most recent data up to September 1st

3. Will there be online courses available before July? Will the online and classroom classes run concurrently?
   - Some online courses will be available and may run at the same time as the class training.
   - Front office and Back office will have different tracks: Back office is more one-on-one training and will be a part of testing.
   - Front office training, will facilitate the classroom courses out before the Online courses

4. Is there an awareness of how to download your direct report in HRMS?
   - An option is available in HRMS

5. How do we report comp time? How do we change leave if we want to change vacation time to comp time? How can we update our time if the employee/supervisor or both are out of the office?
   - Comp time has to be earned (requested, approved and calculated) to be used.
   - Because PeopleSoft is web-based, time can be inputted and approved from any computer with a web-browser
   - We are encouraging everyone to input their time on a weekly bases
   - If you reported an absence event in the past but you earned comp time, you can go back and change the vacation

6. How can we make sure that the person puts in the time (or punch in when they clock in our out)? Do they have to login in each time?
   - You don’t have to log in each time; you can enter all of your time in one instance.

7. Can PeopleSoft enforce a schedule (Example: if a student is supposed to come in at 7:45 but reports 7:30, can the system prevent them from entering 7:30?)
   - That is beyond the scope of the system. It is up to the supervisor to enforce the work schedule.
   - It’s up to the supervisor what mechanisms they choose to user to track outside of PeopleSoft. The time need to be entered into PeopleSoft before the end of the pay period.

8. Can a supervisor enter in time for an employee
   - Yes if its apart of your job function, but a person will only have access to their own record

9. Will a supervisor have the ability to give a person access to approve time on their behalf?
10. What is the work week?
   - The workweek was officially changed in November, Monday - Sunday

11. Is there a link between the appointment date and termination date so if a person quits before the end of the month?
   - The system will calculate the termination date and prorate the paycheck so they won’t get paid for the entire month

12. What would be a good time to schedule a meeting with Kari?
   - Any time within the next couple of weeks is open, sooner rather than later.

13. What about Vouchers, VP2s?
   - Vouchers will be addressed during a separate meeting

14. Will there be a central location dedicated to deadlines? Will we get reminder notices?
   - A website dedicated to deadlines is a good idea. We will be sending out reminder notices of upcoming deadlines.

15. What about the Banner Interface?
   - The Banner interface is still being worked on