Change Leaders Meeting, October 24, 2013

Key PeopleSoft Communications for Campus

PeopleSoft Status and Transition at UTSA

1. UTShare PeopleSoft project is tracking at **54% of 71%** for the remaining tasks outlined in June 2013 for a March 1, 2014 go-live.

2. UTShare PeopleSoft initial go-live for **March 2014** is expected to be difficult and tough. Central Processing areas (Back Offices) will be initially faced with challenges due to manual clean-up of data anomalies from conversion and several manual workaround processes determined during testing.

3. DEFINE and related systems will not be available at for campus user’s input or changes after go-live to PeopleSoft in March 2014. Only a small number of designated people in Back Offices will be able to view historical DEFINE data.

4. While transition from DEFINE to PeopleSoft will be challenging, it will ultimately benefit and support UTSA’s journey to Tier One status due to better data management and analytical reporting capabilities in PeopleSoft.


6. Training available now; the video introduction to the PeopleSoft system. The first in the series called **“The Look & Feel of UTShare”**. Provided recently to Back Offices and Change Leaders in August; Campus Departments (Front Offices) in mid-September. [http://utsa.edu/utshare/Training/Modules/ESS](http://utsa.edu/utshare/Training/Modules/ESS)

7. PeopleSoft’s delivered Approval Workflow across seven UTShare institutions will likely exceed the existing capacity of the UTShare servers and infrastructure and may cause the system to crash. UTShare’s decision to “phase-in” PeopleSoft Approval Workflows from July through September 2014 will ensure that volume issues associated with processing Approvals in PeopleSoft, for all campuses, are adequately addressed.
8. Until PeopleSoft System Approval Workflows are “phased-in”, UTSA will implement several interim electronic Workflow Approval workarounds in March 2014 to assist Departments with high volume transactions i.e. Requisitions, Travel Authorizations, Employee Pay Rate Changes, Hire/Rehire, etc. 

Other Department transactions, i.e. Cash Advance, Sick Leave Pool Request, Sick Leave Pool Donation, Expense Reports, Vendor Approval and Non-PO Voucher Approval will be processed in PeopleSoft using signature approved paper forms.

9. UTSA’s PeopleSoft Support and Sustainment Center (PSSC) is operational and ready to answer questions now. The PSSC will provide Campus personnel a Single Point of Contact (SPOC) for questions regarding PeopleSoft. Three ways to contact include:

1. Call the PSSC at 458-SPOC (7762)
2. Visit the UTShare Website http://www.utsa.edu/utshare/. Click on the SPOC icon to open a ticket. Submit one question per ticket, please.
3. Email PSSC: spoc@utsa.edu

10. The SPOC (Single Point of Contact) Knowledgebase will be made available to UTSA Campus end-users in January 2014.

**Actions for Change Leaders**

1. Meet with your department leadership and team to begin to manage expectations. Raise the understanding of what is changing at UTSA. Face-to-face meetings will help to accommodate questions and build trust around PeopleSoft implementation and project updates.

2. Elicit feedback; inform your teams of the PeopleSoft Support and Sustainment Center (PSSC) and Single Point of Contact (SPOC) x7762, provide handouts of the PSSC contact information. Reach out to PSSC with any questions or need for support.