Key PeopleSoft Communications for Campus

1. A consolidated “cutover list” of Financial, Human Resource/Budget that outlines key activities, similar to the approach used at Fiscal Year-End, is available on the UTShare website, Change Management page located at: http://utsa.edu/utshare/Change/.

2. UTShare/PeopleSoft project members will conduct Open Forum sessions on April 3rd and April 14th for Unit Administrators and Senior Administrative Staff. The Forums will be held on Main Campus in the Retama Auditorium, 2:00 pm – 4:00 pm.

3. The “Guide for the Transition to UTShare/PeopleSoft” covers major business process changes. For more information, the Guide can be found at the UTShare website on the Change Management page at: www.utsa.edu/utshare/Change/.

4. UTShare/PeopleSoft’s Go-Live for May 2014 is expected to be challenging.
   a) Central Processing areas (Back Offices) will be faced with significant workloads and complexities due to:
      i. Manual data corrections required in PeopleSoft for clean-up of data conversion issues from DEFINE
      ii. Workaround processes that will be necessary based upon system issues discovered during testing
   b) “Interim” workflow approval processes (routing) will occur outside of UTShare/PeopleSoft, until its automated approval workflow is fully operational.

5. During the “Interim” phase, departmental processes requiring approvals will use one of the following methods:
   a) UTSA’s SharePoint Interim Workflow Solutions forms (for nine processes)
   b) Newly designed paper forms
   c) Inter-office departmental requests via email

Next Actions for Change Leaders

1. Continue to work with your department leadership and staff in presenting the UTShare/PeopleSoft project updates, answer questions, and manage expectations for change.

2. Elicit feedback from your respective campus areas and share outcomes with the Change Management Team by contacting Veronica Guerrero at x8249.