

## Fridays @ first

October 17, 2008

The following is an update of the current activities of the CUNYfirst project and should be shared with professionals around the CUNY community.

### ❖ **Finance**

CUNYfirst Finance Liaisons met this week and began the process to move their area of concentration from the General Ledger, which is in production, to Procurement and Planning and Budgeting. Our Procurement and Planning and Budgeting leads will now work with the Liaisons to make sure the CUNY finance community is involved in creating these modules as they were with GL. Many of our finance and business professionals are already functioning as Subject Matter Experts in Procurement and/or Planning and Budgeting and have attended sessions.

### ❖ **Training - Training Needs Assessment (TNA) – Human Resources**

The Training Needs Analysis for upcoming Human Resource training continues next week, with the goal of having all campus and University offices completed by the end of the month. At the sessions, we are trying to gauge the best way to enhance learning new processes and if refresher courses in any computer functions are needed. Campus professionals who have attended these sessions have requested basic information about the CUNYfirst Project, which we will add to these sessions.

### ❖ **Campus Presentations**

Our campus teams are being encouraged to present an overview of the CUNYfirst Project to their campus community via workshops or meetings. Communication Liaisons, at their meeting this past Thursday and this coming Tuesday, will receive a template for an introductory session. These are based on presentations created for Medgar Evers and Queens Colleges. Both presentations were done by campus personnel, which enhanced buy in. Both presentations were well attended. We encourage the campus teams to consider the best way to present information about the project, choose the audience, and then tailor it for that group. The CUNYfirst Core Team is available to provide information, materials and support for those presentations.

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### **Coming Up:**

October 22 – Planning and Budgeting team will have its first Fit/Gap session at the West 41<sup>st</sup> office. This is the initial opportunity for CUNY Budget and Business professionals to view and comment on the out of the box Planning and Budget system.

October 31 – Campus Executives, Finance and HR Liaisons will meet at the Graduate Center Skylight Room from 1 – 3:30. This will be a discussion on department reconciliation of their department/ Chart of Account structure and related security roles. The CUNY first Core HCM team will explain the campus tasks for this reconciliation as well as update the current status of HCM.

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### **firstSnapshot Language and FAQ**

Every week, Fridays @ first tries to answer questions about the Project or provide some clarity to terms being used. They will also be made available on the Project website – <http://first.cuny.edu>. If you have questions, send them to [cunyfirst@mail.cuny.edu](mailto:cunyfirst@mail.cuny.edu)

#### **Common CUNYfirst Terms**

##### *Role Mapping*

This term describes the activity that matches current employees to the roles that are in the PeopleSoft product. For example, if a person at college A is in charge of benefits, the specific CUNYfirst HR roles related to benefits will be assigned to them. When we learn what a person does, we make sure they have access to the processes that allow them to do their job.

##### *TAM*

Talent Acquisition Management. This is a Human Resources module that will take charge of our work to hire someone for an open position. Within TAM are processes that run functions that will allow us to have applicants apply on line, provide their information and make it available, also on line, to hiring managers and the search committees. Once a person is hired, their application information becomes their employee information, making the transition processes more efficient and effective.

##### *ESS/MSS*

Employee Self-Service/Manager Self-Service. These describe access to Human Resource processes. When an employee's security role is defined, they will be given access to CUNYfirst based on that. If they manage people, their work screen will show what they have access to see or use to do their job. The ESS screen will show the various processes that define them – contact information and benefit listings.

##### *AP/PO/EX*

Accounts Payable/Purchase Order/Expenses. This is the Oracle descriptor of the Procurement module. These are the process areas that define CUNY's Procurement life cycle.

#### **Frequently Asked Questions**

##### *Do all colleges participate in CUNYfirst testing?*

Yes and no. While some testing requires us to get a wide range of experiences as we put the processes through their paces, we may have some campus experts participate in one test while others are called for another. Since we are creating common business processes to be used across the university, we want to make sure we will use something that works across the university.

##### *Will students/staff have to log onto the CUNY portal to access CUNYfirst like they do now in SIMS?*

No. CUNYfirst is being hosted (where the servers and data reside) outside of CUNY. Currently, General Ledger users log into CUNYfirst, via their internet browser, directly into their processes. There is no second step.

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*What is the biggest difference between current systems and CUNYfirst?*

The answer is right there – systems vs. system. Our current systems, which are numerous, operate to conduct all our business at CUNY. Very few of them interact with each other. CUNYfirst will integrate all our financial, HR and student processes so that data can be used instantaneous across department and across the university.

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Have a good week.

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