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CS 9.2 Upgrade/Split Open Forum

How PeopleSoft Changes Affect You

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Today's Presenters

Doug Hankins, PeopleSoft Technical Lead

Erica Escamilla, HR Business Systems Analyst

Manuel Saldanha, Director, Enrollment Management Systems

Dee Singh, ITS Project Manager

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Agenda

- Project Overview
- Project Timeline
- Staff Home Page Changes
- System Functionality Changes
- Campus Tools/Getting Help
- Q & A

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- East Bay's current PeopleSoft 9.0 database consists of student and employee data
  - Campus Solutions (CS) – student data and faculty processes
  - Human Resources (HCM) – employee data and processes
- Oracle changed their combined database model with 9.2 versions; to continue getting support, CSU was required to follow

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Project Overview

- MyCSUEB (CS) splits from HR database and gets an upgrade to 9.2
  - New look
- MyHR 9.0 is born
  - Same look and feel
  - Minor page changes
- Tools upgrade in both environments
- Core data will sync between the two systems

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Timeline

- Project Start: Summer 2018
- Testing & Development: Summer/Fall 2018
- Go Live: Monday, December 3, 2018 – 8:00 a.m.
  - System Down: Thursday, November 29, 2018 @5:00 p.m.
    - No system access until Go Live
    - Campus announcements will be made

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How are users affected by this change?

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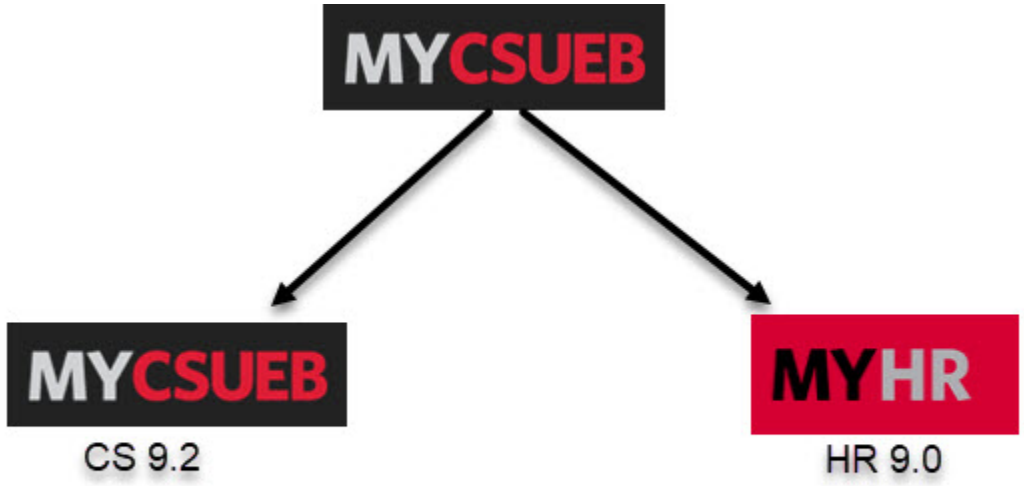
MyCSUEB & MyHR

MyCSUEB (my.csueastbay.edu) will still exist!

- ….upgraded look
- Singular instance becomes two



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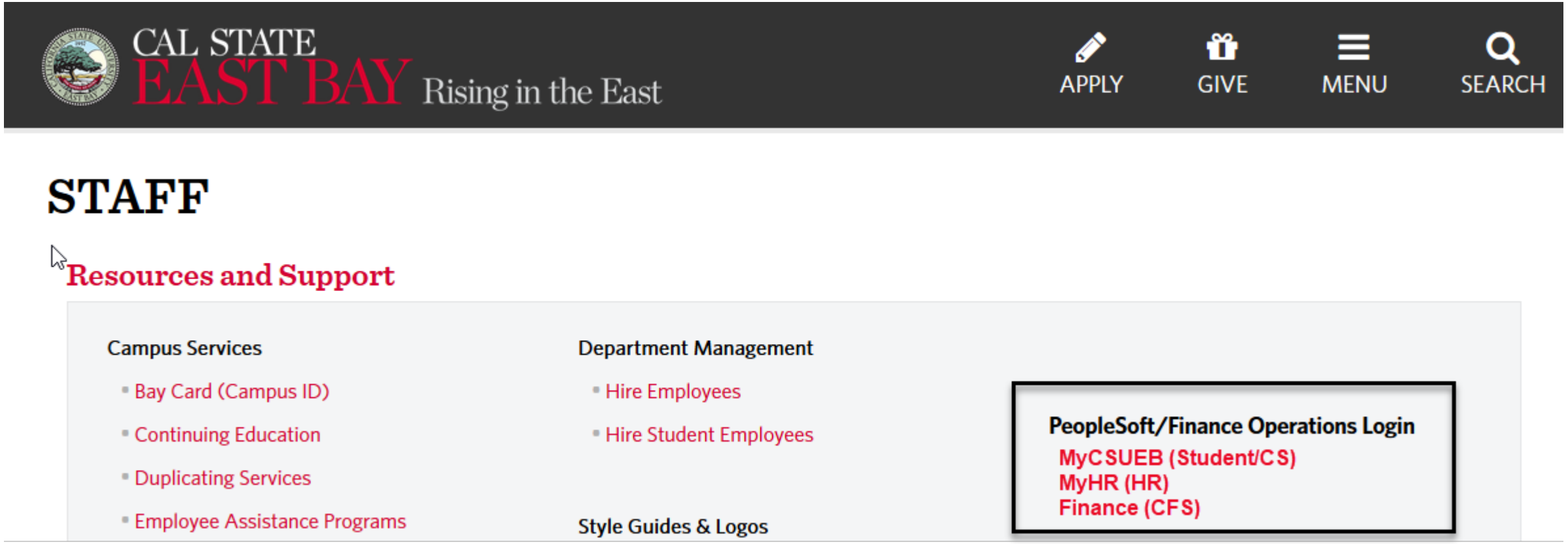
Staff Home Page



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MYCSUEB

- Anything related to students

  - Applicant and admission data
  - Schedule of Classes
  - Records and Enrollment
  - Financial Aid
  - Student Financials/Make a Payment
  - Academic Advising
  - Class Rosters
  - Grading

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MYCSUEB

MyCSUEB | Home | Add to Favorites | Sign out

Student | My Page

? Help

My HELP

Student Information

Student Center
Use the student center to manage school related activities.

Writing Skills Test

- Writing Skills Test
  Register for the writing skills test.

Schedule & Catalog

- Search Class Listings
- Section List by Subject
- University Catalog
- Summer Online Courses
- Summer Hybrid Courses
- Summer Four Week Sessions
- Summer Concord Courses
- Fall Online Courses
- Fall Hybrid Courses
- Fall Seven Week Sessions
- Fall Concord Courses
- Purchase Textbooks

Make a Payment

Pay with Credit Card, Check or International Bank Transfer. Visa, MasterCard, Discover, American Express, and International Bank Transfer are accepted methods of online payment.

- PAY HERE

Student Record Services

Welcome to MyCSUEB

Cal State East Bay's self-service system for applicants, current students, and faculty.

Students use MyCSUEB for:
- application status
- class schedule
- course enrollment
- financial aid
- grades
- holds

Faculty use MyCSUEB for:
- class rosters
- online grading

Employees use MyCSUEB for:
- review benefits information
- update personal information
- enter and approve student and hourly time
- view, enter and approve absence information

Student Announcements

Mandatory Sexual Assault Prevention Training

Attention Students: To avoid registration holds, please complete the mandatory **Not Anymore Sexual Misconduct Prevention** training by April 27,2018.

The login information will be available on the **Frequently Asked Questions page**. If you have any questions, please send an email to **title9@csueastbay.edu**.

Semester Conversion

Semester Conversion goes live Fall 2018 on 8/18/2018, Please visit the webpage for up to date information and resources.

Enrollment Information

Visit **Important Dates** for enrollment deadlines, final exams, and grade schedules.

University Writing Skills Requirements

Students who have completed 90 units are required to begins steps to satisfy the UWSR as soon as possible. Delaying this requirement may jeopardize your ability to graduate in a timely fashion. For further information, please visit **www.csueastbay.edu/WST**.

Applicant Deadlines

View your personal MyCSUEB To Do list for required items necessary to complete your application file. View the "details" link for further information. If admitted, indicate your Intent to Register in MyCSUEB to secure your place in the entering class. Deadlines are posted at **www.csueastbay.edu/deadlines**. Terms of admission are posted at **www.csueastbay.edu/termsofadmission**.

More Access to More CSU Courses! Enroll in Fully Online Courses Offered by Other CSU Campuses.

Full-time CSU students enrolled at any CSU campus have access to fully online courses at other CSU campuses through the **Course Match program**. Credit earned at the

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MYCSUEB

- ****Coming Soon**** Link for Administrative Users to sign into MyHR

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MYCSUEB

- 9.2 Changes for Student
  - No significant changes to functionality
  - Minor changes to color scheme and spacing

- Anything related to employees

  - Absence Management
  - Absence Reports
  - Position Management
  - Temporary Faculty Contracts and Reports
  - Benefits
  - Time and Labor
  - Recruitment
  - Labor Cost Distribution
  - Persons of Interest
  - Workforce Administration/Job Data
  - Employee Profile

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System Use MYHR

- Anything related to employees

  - Employee Self-Service (excluding Student Employees)
    - Employee profile (Personal Information Summary)
      - Names
      - Addresses, Phone Numbers, Emails
      - Emergency Contracts
      - Veterans, Ethnicity and Disability Status updates
    - Report and view work hours (hourly/student employees)
    - Report an absence
    - Absence balances
    - Benefits enrollments
    - View paycheck and compensation history
    - Employee Careers link

- Anything related to employees

  - Manager Self Service
    - Review, report and approve absences
    - Absence Reports
    - Manager Balance Inquiry

  - Timekeeper Self Service
    - Review, report and approve work hours
    - Enter and review absences
    - Absence Reports
    - Time and Labors Reports
    - Timekeeper Balance Inquiry

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MyHR Homepage

MYHR

MYHR MyHelp

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Sign In

NetID

Password

SIGN IN

Manage my NetID

System Status

MyHR will be unavailable during the following periods for scheduled maintenance.

- Every Wednesday night from 7:00PM to 10:00PM

Gallery

Quick Links

- Email & Calendar
- Human Resources
- Payroll
- Directory
- Service Desk
- MyCSUEB
- Finance (CFS)
- Skillport
- Room Reservations
- University Events Calendar
- OnBase

Employees

Employee Announcements

- New Employee Onboarding
- Employment Opportunities
- Employee Benefits
- Payroll Calendars and Academic Payment Schedules
- Direct Deposit
- System Access Requests
- Hire Employees
- Hire Student Employees
- Employee Fee Waiver Program

Campus Tools

CS 9.2 Upgrade/Split Reference Documents

- Database Reference Guide
- Frequently Asked Questions
- Open Forum Presentation

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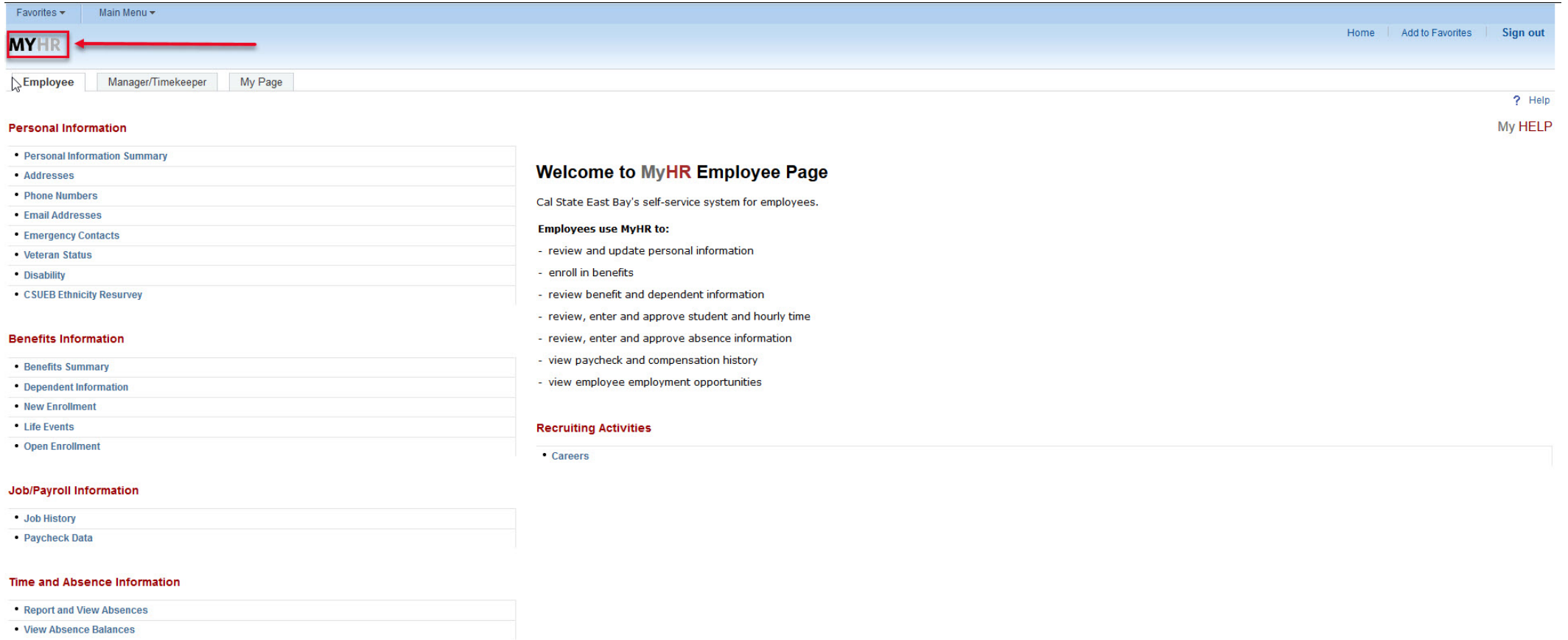
Employee Self Service

MYHR



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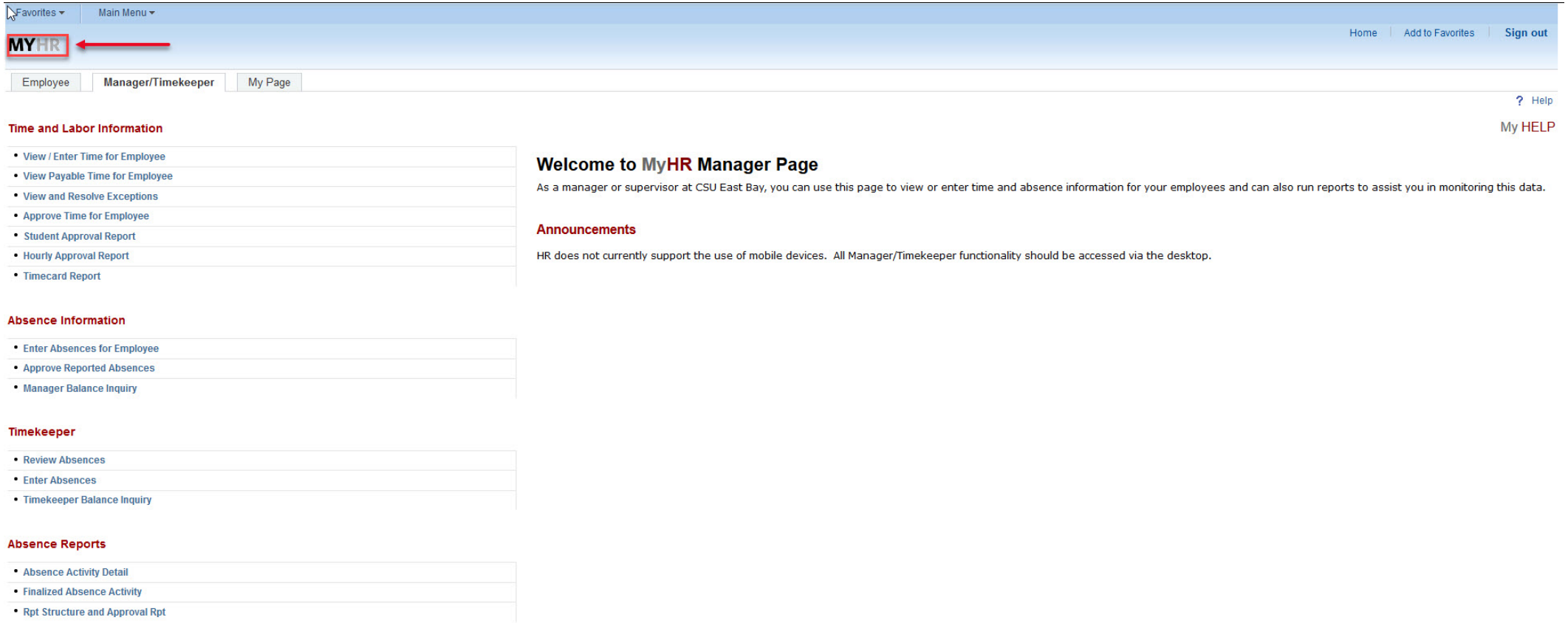
Manager/Timekeeper Self Service MYHR



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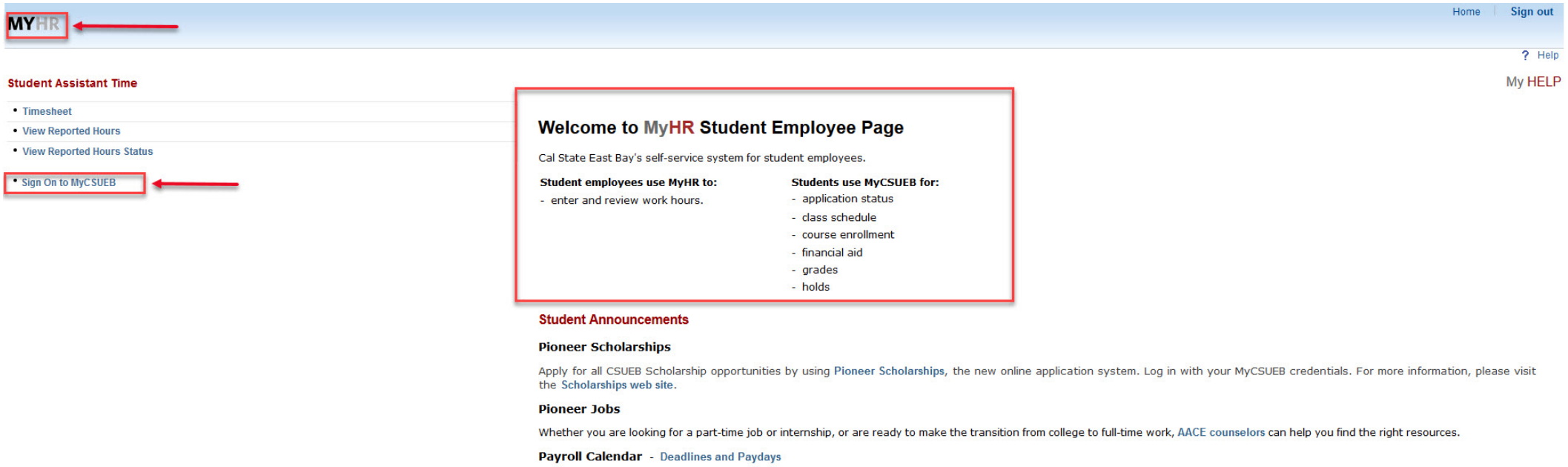
Student Employee Self Service

MYHR



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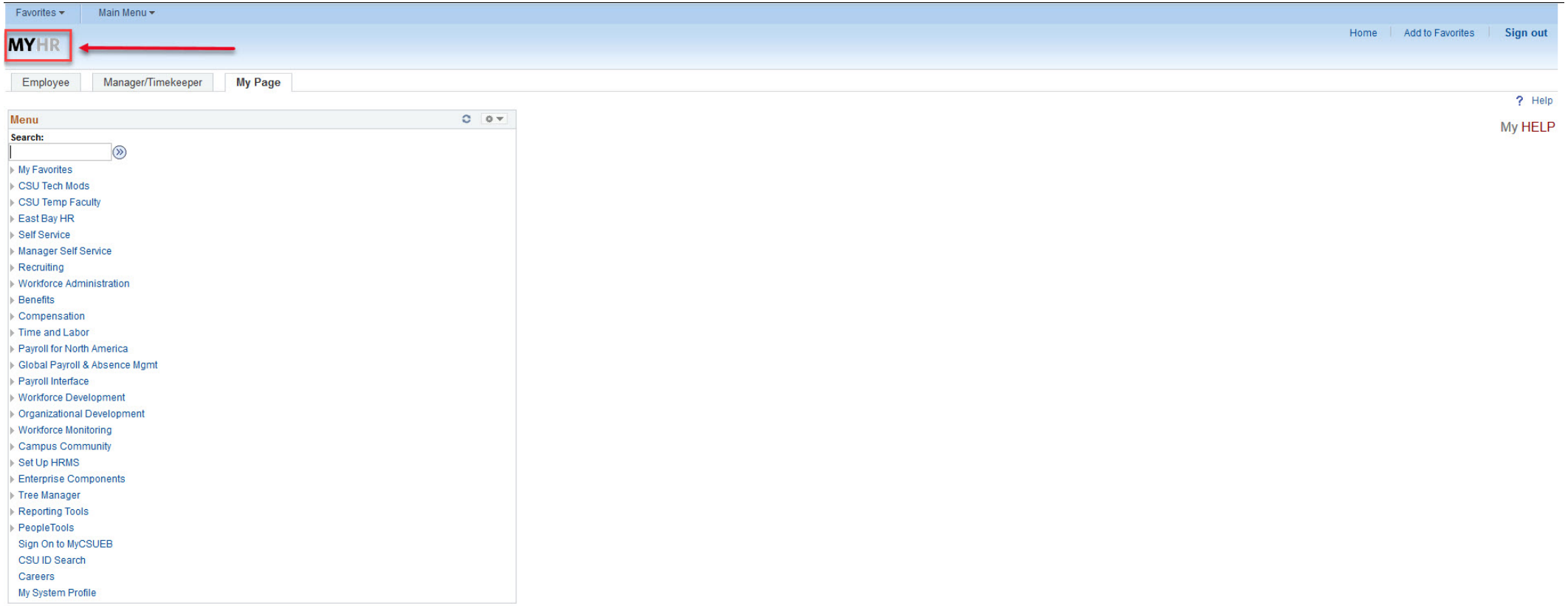
My Page/Administrative Access

MYHR



- Key HR 9.0 Changes
  - Student Employee will be required to use MyHR to report work hours
  - Employee Personal Information pages

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Tools and Resources

- Updated User Guides
  - Embedded within MyHelp links
  - MyHR - Main Staff Page
  - MyHR - Payroll website
- CS 9.2 Upgrade/Split One-Page Reference Guide
- Frequently Asked Questions
- Knowledge – ServiceNow

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Questions

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Getting Help

Questions about the project:

- MyCSUEB Questions:
  - Manuel Saldanha, Director Enrollment Management Services
    - Email: manuel.saldanha@csueastbay.edu

- MyHR Questions:
  - Erica Escamilla, Senior Business Systems Analyst
    - Email: erica.escamilla@csueastbay.edu

- Support after go-live:
  - IT Service Desk
    https://csueastbay.service-now.com/sp or (510)-885-HELP