CS 9.2 Upgrade/Split Open Forum

How PeopleSoft Changes Affect You
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
• Project Overview
• Project Timeline
• Staff Home Page Changes
• System Functionality Changes
• Campus Tools/Getting Help
• Q & A
• 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
• 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
• 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.
    o No system access until Go Live
    o Campus announcements will be made
How are users affected by this change?
MyCSUEB (my.csueastbay.edu) will still exist!
- ....upgraded look
- Singular instance becomes two
• 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
• **Coming Soon** Link for Administrative Users to sign into MyHR
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
• Anything related to employees

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

Cal State East Bay's self-service system for employees.

Employee use MyHR to:
- review and update personal information
- enroll in benefits
- review benefits and dependent information
- review, enter and approve student and hourly time
- review, enter and approve absence information
- view paycheck and compensation history
- view employee employment opportunities

Recruiting Activities
- Careers
Welcome to MyHR Manager Page

As a manager or supervisor at CSU East Bay, you can use this page to view or enter time and absence information for your employees and can also run reports to assist you in monitoring this data.

Announcements

HR does not currently support the use of mobile devices. All Manager/Timekeeper functionality should be accessed via the desktop.
Key HR 9.0 Changes

- Student Employee will be required to use MyHR to report work hours
- Employee Personal Information pages
• Updated User Guides
  o Embedded within MyHelp links
  o MyHR - Main Staff Page
  o MyHR - Payroll website

• CS 9.2 Upgrade/Split One-Page Reference Guide

• Frequently Asked Questions

• Knowledge – ServiceNow
Getting Help

Questions about the project:

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

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

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