



RUTGERS

Treasurer's Town Hall

J. Michael Gower

*Executive Vice President for Finance and Administration
and University Treasurer*

Paul Robeson Campus Center

June 13, 2016

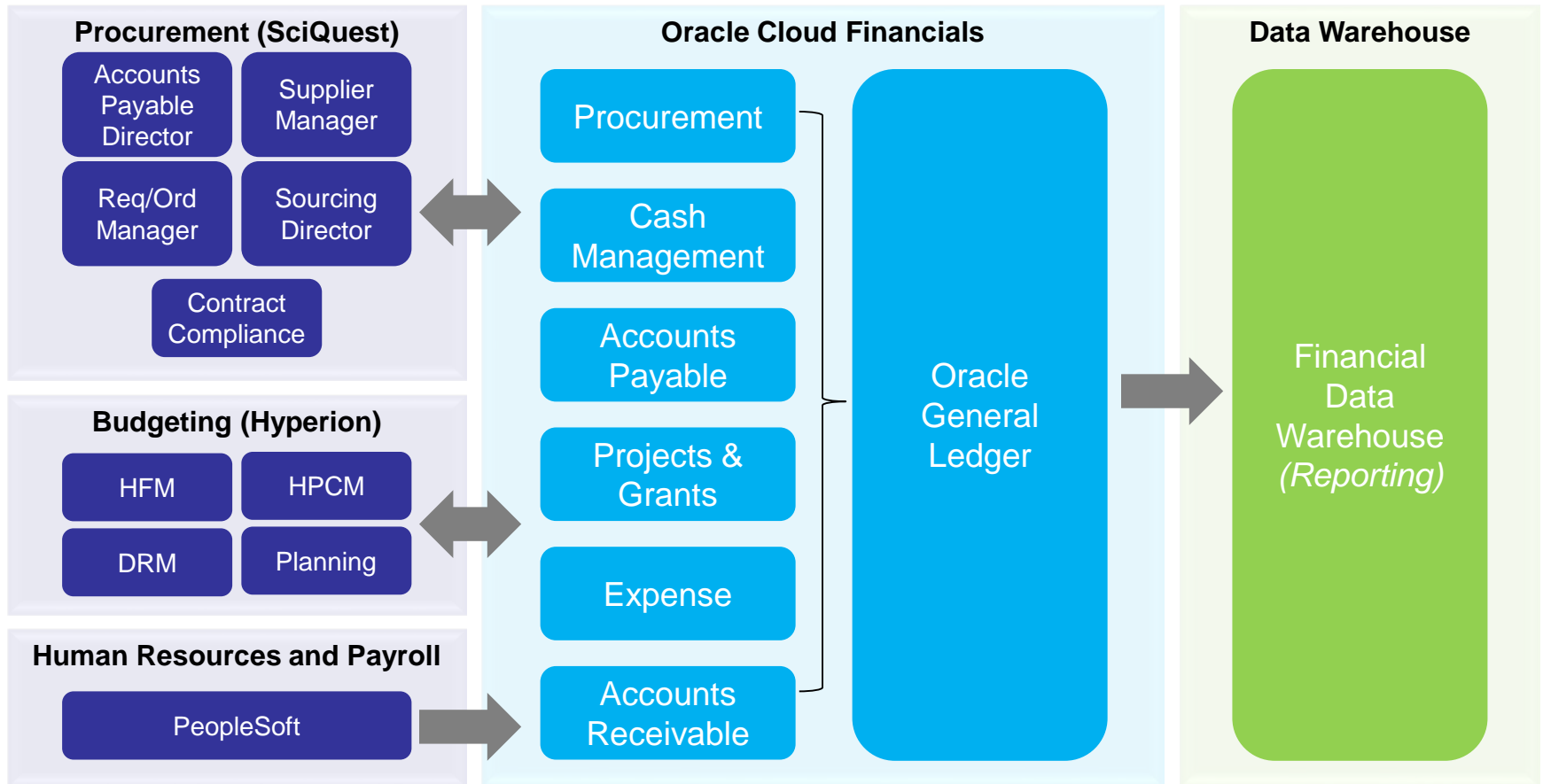
Agenda

- **Transformation at-a-Glance**
- **Changes to Business Processes**
- **Managing Change**
- **How You Can Be Involved**
- **Q&A**

TRANSFORMATION AT-A-GLANCE

Administrative Information Systems

Financial, Procurement and Human Resources and Payroll Environment



NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)

CHANGES TO BUSINESS PROCESSES

What Does It Mean to Me?



Greater detail and transparency associated with transactions

- Drill down from general ledger to sub-ledgers (Oracle Cloud) to see detailed accounting entry transactional information
- See detailed requisitioning and expense management transactional information for end-to-end process
- More aligned procedures for Human Resources



Greater ability to control expenditures

- Systems provide robust controls to manage transactions more closely before they impact financials
 - Oracle Projects
 - SciQuest (system controls and workflows)



Enhanced reporting capabilities

- Enhanced, real-time reporting and more data to support analysis and decision making
 - Oracle Projects
 - SciQuest and Oracle Expense
- The migration to PeopleSoft for Human Resources will allow for consolidated and enhanced reporting to support analysis and decision making

Business Process Changes

Create and Manage Projects (Financial Management)

People and Process Implications

- Ability to track multiple projects
- Transactions will be processed in projects module and systematically transferred to general ledger in summary



What It Means to Me...

- Increased detail and transparency associated with transactions
- Greater control of transactions and expenditures
- Ability to drill down from general ledger to supporting transactions projects sub-ledger
- Additional set-up required before transactions can be recorded
- Need to establish guidelines to assist units with tracking projects

Business Process Changes

Time and Labor Reporting (Human Resources and Payroll)

People and Process Implications

- Elimination of paper time sheets
- Only hourly and overtime eligible employees need to report time



What It Means to Me...

- Employees will use KRONOS*, WebClock or submit a manual report to department time keeper for PeopleSoft entry
- Assigned time keepers and approvers will coordinate reporting and approval of all time for employees
- Employees verify PTO via self-service
- Approvers must verify ARS before approving PTO requests

**Existing departments/users only*

Business Process Changes

Expense Entry (Expense Management, Procurement)

People and Process Implications

- Expenses can be entered directly online by employee, or delegate, via financial system (Oracle)
- Receipts can be uploaded electronically
- Retention of paper receipts determined by units
- Student and non-employee expenses (i.e., patient refunds) will be processed in procurement system through check request (outside of expense process)



What It Means to Me...

- Ability to track and report on expenses
- Ability to enter expenses details via mobile device
- Pre-approval process within units may continue
- Elimination of manual entry and scanning for Accounts Payable processors

Business Process Changes

Create Requisition (Procure-to-Pay, Procurement)

People and Process Implications

- Units will submit requisition, quick order, or goods or service request form through SciQuest*
- Electronically routed to department approver, based on dollar amount thresholds
- PO created, or requisition electronically routed, for additional approvals

**Sole source requires justification form*



What It Means to Me...

- Increased efficiency as a result of electronic routing for approval
- Flexibility for units to have a secondary approver
- Increased visibility into status of request

MANAGING CHANGE

A New Way of Working

Where We Are Today

- Transformation requires changing how we get work done (practices, organizations)
- Vast and diverse population with significant needs for ongoing education and intensive training
- Successful implementation requires personal ownership and accountability by everyone

What We Must Do

- Empower units to modify practices to align with new business processes
- Standardize practices within schools, departments and units as much as possible
- Establish networks of change agents to mobilize this effort, and communities of practice to share best practices
- Provide tools and resources to enable change to occur locally

Training Objectives

Design, develop and deliver training that will enable users to:

- Understand the benefits and business drivers
- Understand business process changes
- Recognize “what’s in it for me” and how to make it fit into an individual’s daily work tasks
- Develop critical knowledge of the new tools and reports available

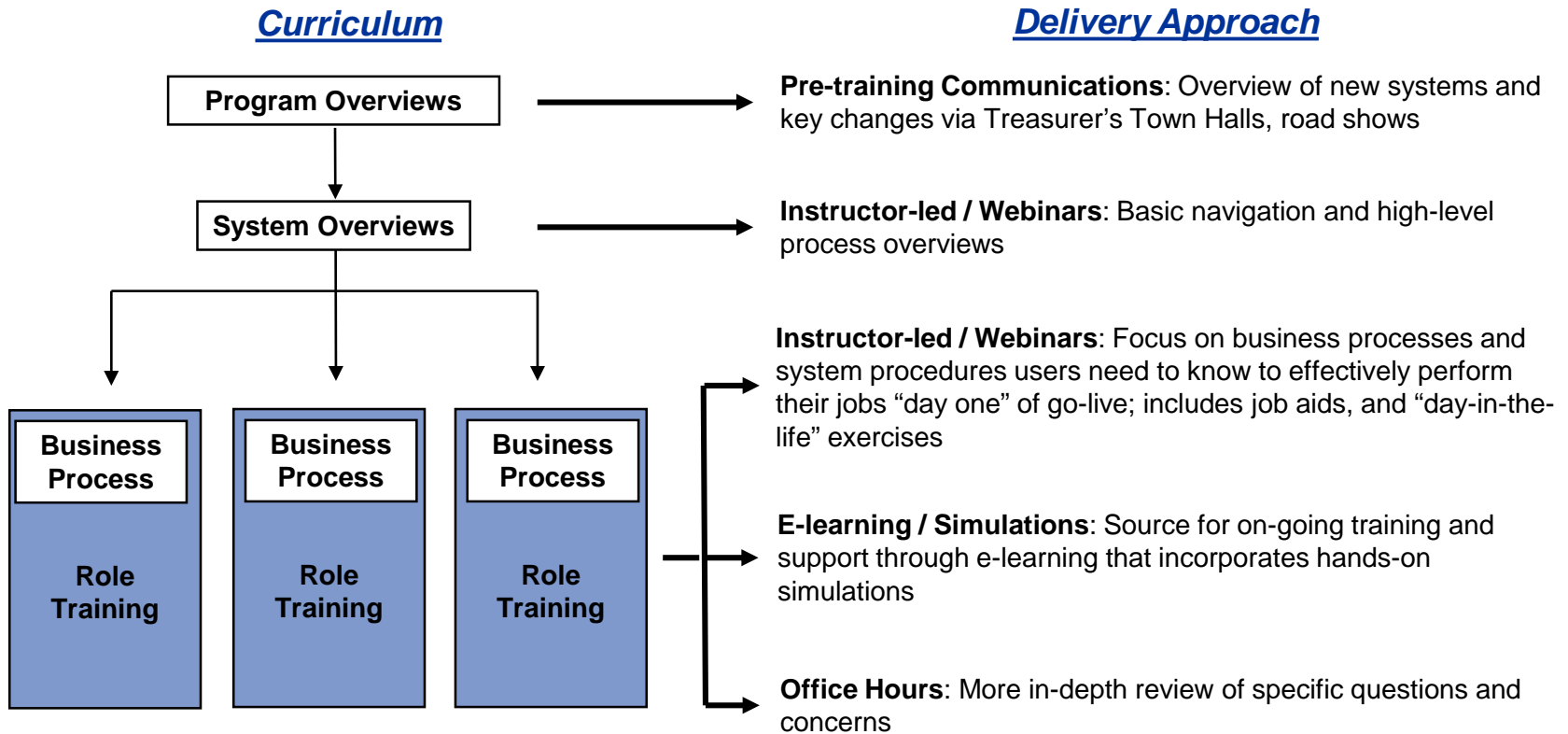
Focus Areas

The training program will focus on the following key areas:

- Provide a foundation for all impacted business areas and subsequent system releases
- Develop role-based training workshops,
- Provide hands-on activities
- Environments that will support additional practice

Training Curriculum Approach

Focus on system, process and role-based training



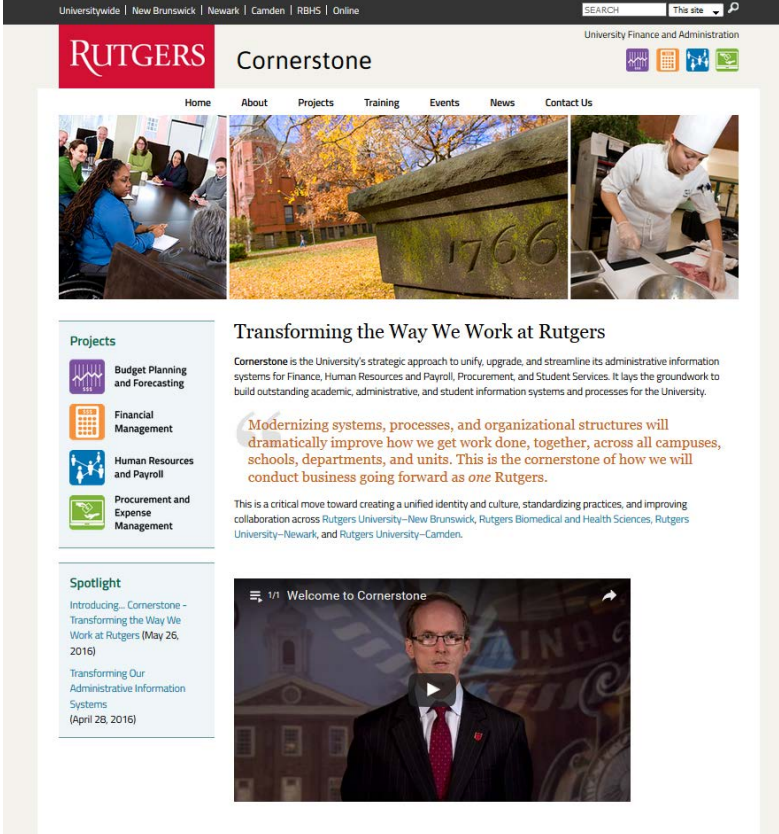
Training Strategy Update

- Selected course registration system for enrolling and tracking
- Curriculum for each project under review
 - Human Resources and Payroll 3-4 classes for units
 - Procurement 3-4 classes for units
 - *Procure-to-pay, expense management, invoice imaging*
 - Financial Management 8 classes for units
- Materials for workshops and web-based courses are under development
- Room logistics are being finalized on each campus

Communications: Awareness, Education and Engagement

- Messages from President Barchi and Mike Gower
- Finance and Administration Website (finance.rutgers.edu)
- Road shows
- Newsletters
- Treasurer's Town Hall

Launched a new Website!



The screenshot shows the Rutgers Cornerstone website. At the top, there is a navigation bar with links for Universitywide, New Brunswick, Newark, Camden, RBHS, and Online. A search bar is on the right. The main header features the Rutgers logo and the word "Cornerstone". Below this is a secondary navigation bar with links for Home, About, Projects, Training, Events, News, and Contact Us. The main content area is divided into several sections: a "Projects" section with icons for Budget Planning and Forecasting, Financial Management, Human Resources and Payroll, and Procurement and Expense Management; a "Spotlight" section with two articles; a "Transforming the Way We Work at Rutgers" section with a large image and text; and a "Welcome to Cornerstone" video player at the bottom.

University Finance and Administration

Cornerstone

Home About Projects Training Events News Contact Us

Projects

- Budget Planning and Forecasting
- Financial Management
- Human Resources and Payroll
- Procurement and Expense Management

Spotlight

- Introducing... Cornerstone - Transforming the Way We Work at Rutgers (May 26, 2016)
- Transforming Our Administrative Information Systems (April 28, 2016)

Transforming the Way We Work at Rutgers

Cornerstone is the University's strategic approach to unify, upgrade, and streamline its administrative information systems for Finance, Human Resources and Payroll, Procurement, and Student Services. It lays the groundwork to build outstanding academic, administrative, and student information systems and processes for the University.

Modernizing systems, processes, and organizational structures will dramatically improve how we get work done, together, across all campuses, schools, departments, and units. This is the cornerstone of how we will conduct business going forward as *one* Rutgers.

This is a critical move toward creating a unified identity and culture, standardizing practices, and improving collaboration across Rutgers University—New Brunswick, Rutgers Biomedical and Health Sciences, Rutgers University—Newark, and Rutgers University—Camden.

1/1 Welcome to Cornerstone

cornerstone.rutgers.edu

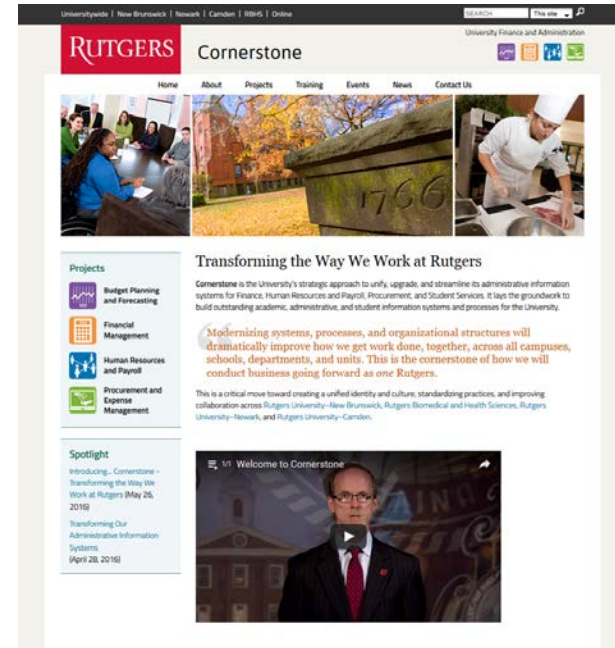
Next Steps

- Continue testing cycles for all projects
(Ongoing through September)
- Socialize, partner with units to manage change needed to operationalize new business processes
(June through post-go live)
- Coordinate content, logistics and delivery for road shows and information sessions
(Now-August)
- Develop training curricula and materials, implement logistic plan to support delivery
(Now-October go live)

HOW YOU CAN BE INVOLVED

How You Can Be Involved

- **Stay connected**
 - Cornerstone website
 - Road shows
 - Newsletters
 - Treasurer’s Town Hall
- **Send questions, suggestions and feedback to:**
 - cornerstone@rutgers.edu
- **Reach out to a Business Advisory or School/ Unit Representative Group member**
 - Visit Cornerstone for contacts*
- **Email us**



cornerstone.rutgers.edu

Questions?

Next Treasurer's Town Hall

Wednesday, July 20

9:00-10:30 a.m.

Rutgers University–New Brunswick

Cook Student Center

Multipurpose Rooms ABC