



RUTGERS

Treasurer's Town Hall

J. Michael Gower

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

Camden Campus Center

August 17, 2016

Agenda

- **Systems Transition and Blackout Periods**
- **Training**
- **OIT Changes Related to Implementation**
- **Managing Change**
- **Next Steps and How You Can Be Involved**
- **Q&A**

SYSTEMS TRANSITION AND BLACKOUT PERIODS

Transition and Blackout Periods

- Transactions will **not be** conducted in existing systems during the blackout period:
 - September 23-October 2 for procurement
 - September 24-October 9 for grants and awards
 - October 1-7 for human resources and payroll
 - October 1-9 for financial management and expense management
- Transition and blackout period for human resources and payroll will not affect pay dates for employees currently on active payroll status
- Faculty encouraged to use Institutional Prior Approval System Request (IPAS) for advance fund source/index and pre-award spending (prior to September 23)
- Some circumstances may require urgent attention and need to be managed as exceptions or emergencies on a case-by-case basis

Blackout Period Exceptions

Procurement (in order of priority)

- Requests to purchase goods and services
 - Reviewed case-by-case, approved at discretion of Exec. Dir., University Procurement Services
 - Procurement card (p-card) or emergency letter of authorization (in lieu of a purchase order)
- Requests to pay for goods and services
 - Reviewed case-by-case, approved at discretion of Exec. Dir., University Procurement Services
 - Procurement card (p-card), electronic funds transfer payment, or emergency check payment

Human Resources and Payroll

- Instructions are being developed for a separate procedure to inform HCM and payroll of late notification regarding leaves of absence, terminations and retirements

Financial Management

- Chart of Accounts requests will be reviewed by the Data Governance Council, and approved as-needed

Systems Transition Schedule and Blackout Periods

Date	Transaction / Activity to Stop	What This Means	System
Aug. 17	<ul style="list-style-type: none"> • Job transfers (paperwork)* 	Last date to submit paperwork to transfer an employee between jobs in the systems	Human Resources and Payroll <ul style="list-style-type: none"> • Banner • PeopleSoft
Aug. 31	<ul style="list-style-type: none"> • Electronic Personnel Action Form* 	Last date to submit electronic personnel action forms and supporting documentation	Human Resources and Payroll <ul style="list-style-type: none"> • Banner
Sep. 1	<ul style="list-style-type: none"> • Supplier requests and updates 	Last date to add suppliers or make changes to existing supplier records	Procurement <ul style="list-style-type: none"> • RIAS • Marketplace
Sep. 1	<ul style="list-style-type: none"> • Job transfers (effective date)* 	Last effective or personnel date for any job action that transfers employees between systems	Human Resources and Payroll <ul style="list-style-type: none"> • Banner • PeopleSoft

Systems Transition Schedule and Blackout Periods

Date	Transaction / Activity to Stop	What This Means	System
Sep. 8	<ul style="list-style-type: none"> • PO supplements and order modifications • POs that require review by Purchasing • Close or cancel POs • Internal POs 	Last date to request these PO transactions	Procurement <ul style="list-style-type: none"> • RIAS • Marketplace
Sep. 9	<ul style="list-style-type: none"> • Expense reports/TABERs 	Last date to submit paper expense reports/TABERs	Procurement / Financial Management
Sep. 14	<ul style="list-style-type: none"> • Staff Personnel Transaction Form, Faculty Transaction Form, Leave of Absence Transaction Form* 	Last date to submit staff personnel, faculty and leave of absence transaction forms to HCM Data Administrator for input into Banner for cycles 19 and 20	Human Resources and Payroll <ul style="list-style-type: none"> • Banner
Sep. 14	<ul style="list-style-type: none"> • Banner request submissions* 	Last date to submit all other action requests and supporting documentation to HCM-Data Administrator for input into Banner for cycles 19 and 20	Human Resources and Payroll <ul style="list-style-type: none"> • Banner
Sep. 14	<ul style="list-style-type: none"> • PeopleSoft request submissions* 	Last date to submit action requests and supporting documentation to PeopleSoft/HCM queues	Human Resources and Payroll <ul style="list-style-type: none"> • PeopleSoft

Systems Transition Schedule and Blackout Periods

Date	Transaction / Activity to Stop	What This Means	System
Sep. 22	<ul style="list-style-type: none"> Exchange orders and punch out orders Quick orders and non-catalog orders Internal POs 	<ul style="list-style-type: none"> Last date to request orders through procurement system Last date providing department can approve and receive internal PO 	Procurement <ul style="list-style-type: none"> RIAS Marketplace
Sep. 23	<ul style="list-style-type: none"> Procurement system goes to inquiry status 	Access to systems will be limited to central administration function conducting data migrations	Procurement <ul style="list-style-type: none"> Marketplace RIAS
Sep. 23	<ul style="list-style-type: none"> Projects module master data (structures/tasks, budgets, project, organization, expenditure type, transaction controls) Changes to grants, awards and sponsor data 	<ul style="list-style-type: none"> Last date to record project activity Last date to add or modify awards, projects and sponsor data 	Financial Management <ul style="list-style-type: none"> RIAS Banner
Sep. 23	<ul style="list-style-type: none"> Self-service 	Last date employees can enter changes in self-service	Human Resources and Payroll <ul style="list-style-type: none"> Banner

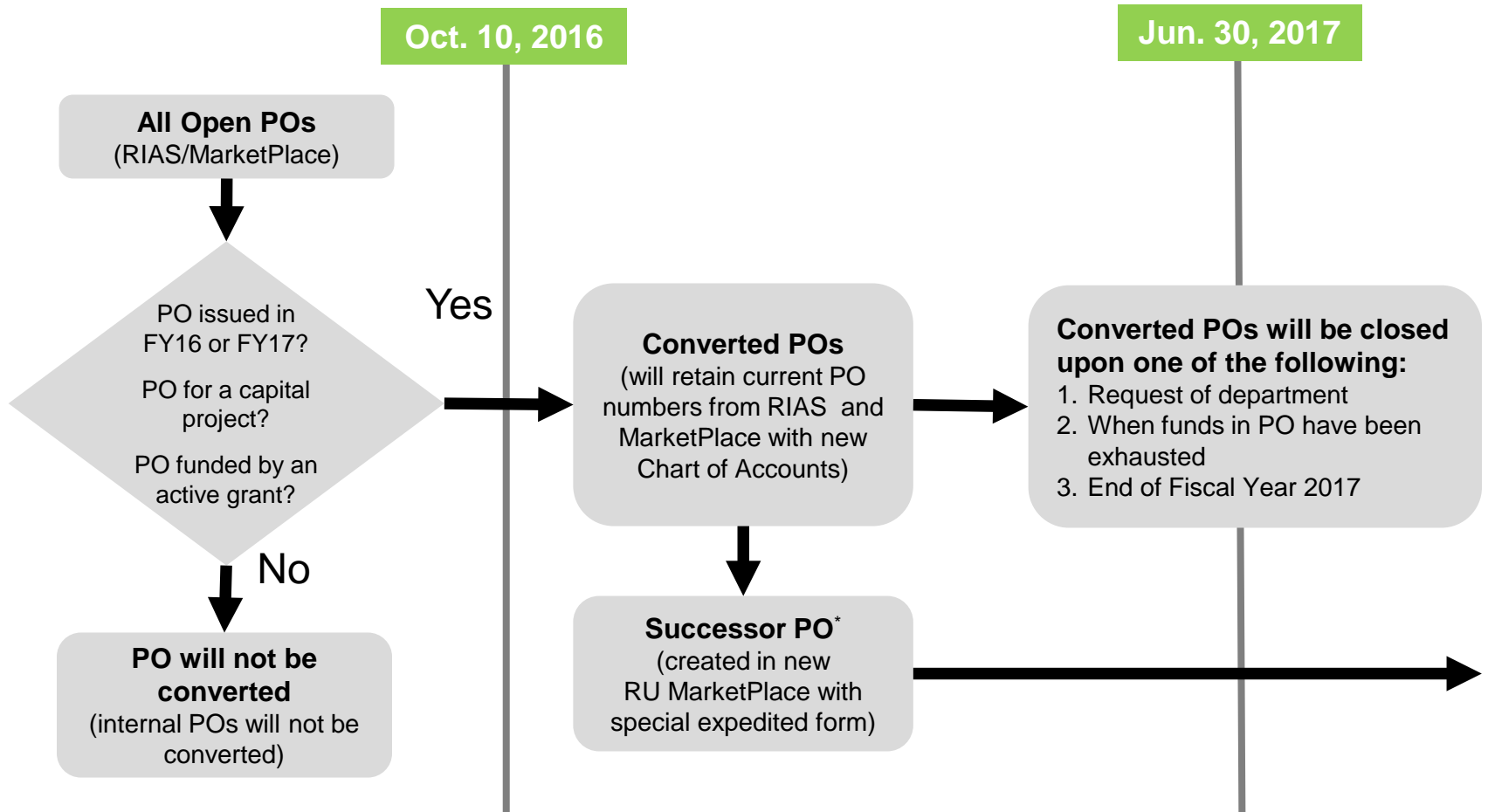
Systems Transition Schedule and Blackout Periods

Date	Transaction / Activity to Stop	What This Means	System
Sep. 26	<ul style="list-style-type: none"> Accounts Payable invoice processing 	Last date to process invoices	Financial Management <ul style="list-style-type: none"> RIAS Banner
Sep. 27	<ul style="list-style-type: none"> Accounts Payable payments and project activity 	Last date to process payments and project activity	Financial Management <ul style="list-style-type: none"> RIAS Banner
Sep. 28	<ul style="list-style-type: none"> Submissions from integration partners (ScholarChip, for example) <ul style="list-style-type: none"> Record deposits of miscellaneous and credit card receipts Journal entries 	<ul style="list-style-type: none"> Last date to submit transactions and journal entries Final payroll journal entries will be processed through Sep. 30 	Financial Management <ul style="list-style-type: none"> RIAS Banner
Sep. 30	<ul style="list-style-type: none"> All entries for month-end close, including quarterly reports 	<ul style="list-style-type: none"> Last date of legacy system processing Final payroll journal entries will be processed through Sep. 30 	Financial Management <ul style="list-style-type: none"> RIAS Banner
Sep. 30	<ul style="list-style-type: none"> Self-service Banner personnel forms Job Actions in PeopleSoft 	<ul style="list-style-type: none"> Last date employees can view or print in Banner self-service Last date for personnel form-related job actions in Banner Last date for job actions in PeopleSoft 	Human Resources & Payroll <ul style="list-style-type: none"> Banner PeopleSoft

Systems Transition Schedule and Blackout Periods

Date	Transaction / Activity to Stop	What This Means	System
Oct. 1	<ul style="list-style-type: none"> Financial management system goes to inquiry only status Human Resources and Payroll systems go offline 	<ul style="list-style-type: none"> Conversions will be conducted to migrate data from current systems to new systems Access to systems will be limited to central administration functions conducting data migrations 	Human Resources and Payroll, Financial Management <ul style="list-style-type: none"> Banner Marketplace PeopleSoft RIAS
Oct. 3	<ul style="list-style-type: none"> New system goes live for procurement 	First date to create requisitions and purchase orders in new system	Procurement <ul style="list-style-type: none"> SciQuest (RU Marketplace)
Oct. 8	<ul style="list-style-type: none"> New system goes live for human resources and payroll 	First date to conduct transactions and activities in new systems	Human Resources and Payroll <ul style="list-style-type: none"> PeopleSoft
Oct. 10	<ul style="list-style-type: none"> New systems go live for financial management, expense management 	First date to conduct transactions and activities in new system	Financial Management and Expense Management <ul style="list-style-type: none"> Oracle Cloud

Legacy Purchase Order Conversion Overview



*Successor PO should be requested only if a converted PO needs to be supplemented (or increased), or the purchasing activity or engagement associated with the converted PO will continue after June 30, 2017.

TRAINING

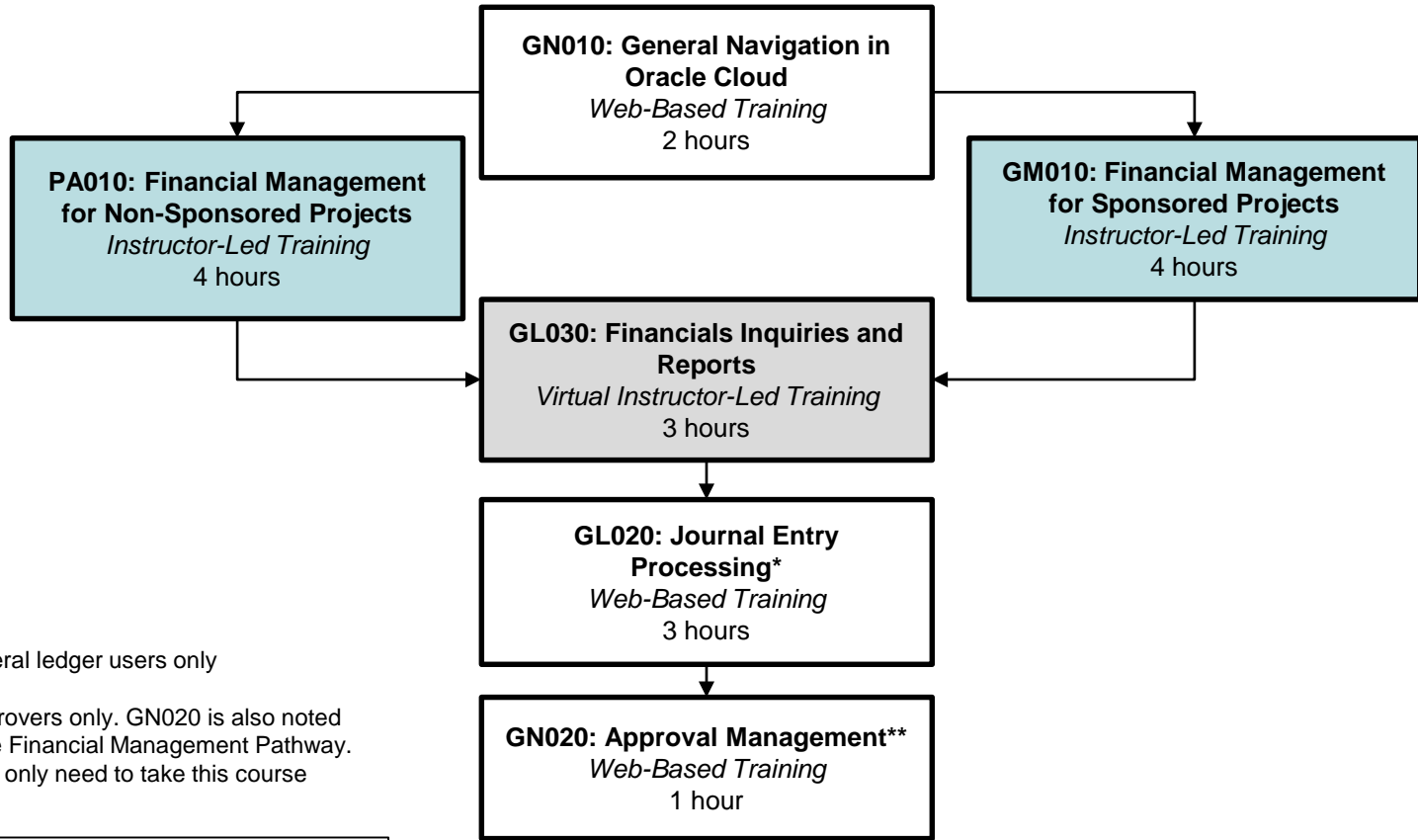
Training Approach

- Central functions (Controller’s Office, Human Resources/Payroll, Procurement) will deliver all instructor-led training and virtual instructor-led classes universitywide
- Delivery
 - Instructor-led, virtual instructor-led, web-based
 - Materials available on Canvas, a learning management site hosted by the Department of Continuing Studies
 - Classes held in Camden, New Brunswick, Newark, and RBHS (Newark, New Brunswick)
- Targeted education for faculty regarding grants, expense and payroll self service

Training Classes Open Currently				
	Procure-to-Pay	Human Resources and Payroll	Financial Management	Expense Management
Instructor-Led	<ul style="list-style-type: none"> • End-to-End Requisitioners 	<ul style="list-style-type: none"> • PeopleSoft Fundamentals • Time Entry & Approval 	<ul style="list-style-type: none"> • General Oracle Navigation • Non-Sponsored and Sponsored Projects 	n/a
Virtual Instructor-Led	n/a	n/a	<ul style="list-style-type: none"> • Financial Inquiries and Reports (classes t/b scheduled soon) 	n/a
Web-based	Classes will open for self-paced learning in late August/early September			

Note: Registration open dates and training start dates may change.

Financial Management Course Pathway (Oracle Cloud)



*General ledger users only

**Approvers only. GN020 is also noted on the Financial Management Pathway. Users only need to take this course once.

KEY:

Instructor Led	Virtual Instructor Led	Web-Based
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Procurement Course Pathway (SciQuest)

Procure-to-Pay

P2P010: SciQuest (Procure-to-Pay) 101
Web-Based Training
 2 hours

P2P070: Accounts Payable Inquiries
Web-Based Training
 30 minutes

P2P080: Accounts Payable Inquiries and Reports
Web-Based Training
 30 minutes

P2P0110: Active Contract Management & Inquiry
Web-Based Training
 30 minutes

P2P050: Internal Purchase Orders (IPO) Process
Web-Based Training
 30 minutes

P2P040: Invoice Approval
Web-Based Training
 30 minutes

P2PRQ010: End-to-End Procure-to-Pay for Requisitioners*
Instructor-Led Training
 3 hours

P2P060: Receiving
Web-Based Training
 30 minutes

P2P030: Requisition Approval
Web-Based Training
 30 minutes

P2P020: Requisitioning
Web-Based Training
 30 minutes

P2P090: RFX Management and Inquiry
Web-Based Training
 30 minutes

P2P0100: Sourcing Event Review and Approval
Web-Based Training
 30 minutes

IM010: Invoice Inquiries
Web-Based Training
 20 minutes

*Initially, classes will be offered by invitation only to high-volume requisitioners

KEY:

Instructor Led	Virtual Instructor Led	Web-Based
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Expense Management Course Pathway (Oracle Cloud)

Expense Management

GN020: Approval Management***Web-Based Training*

1 hour

EXS010: Enter and Submit Expense Reports*Web-Based Training*

1.5 hours

EXS010: Check Request Submittal*Web-Based Training*

20 minutes

EXS020: Check Request Approval and Processing*Web-Based Training*

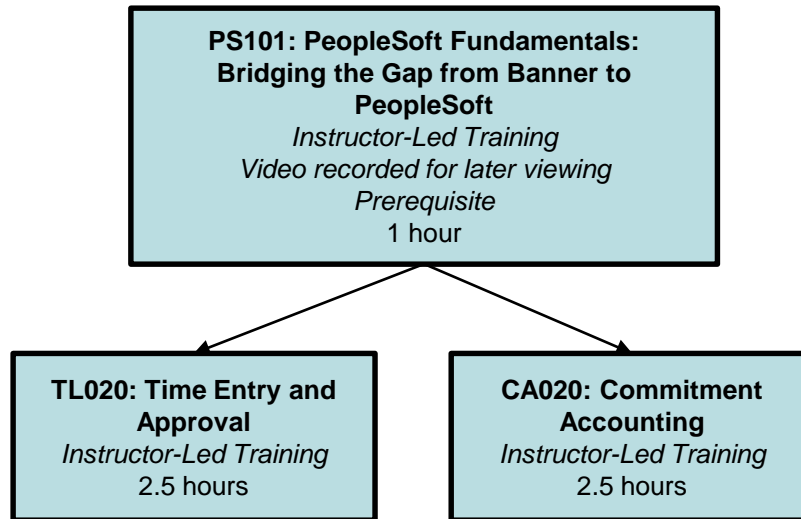
20 minutes

** GN020 is also noted on the Financial Management pathway.
Users only need to take this course once.

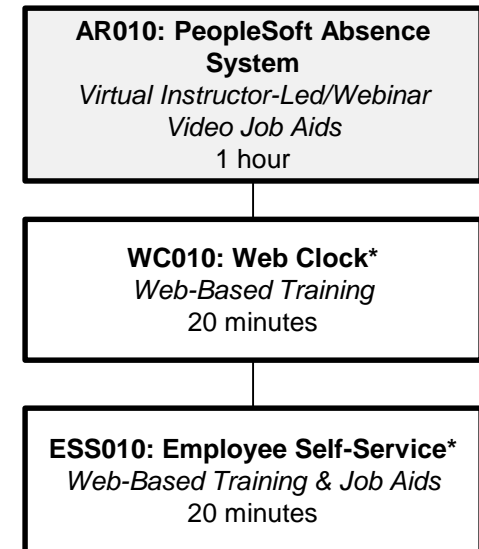
KEY:	Instructor Led	Virtual Instructor Led	Web-Based

Human Resources and Payroll Data Migration Course Pathway (PeopleSoft)

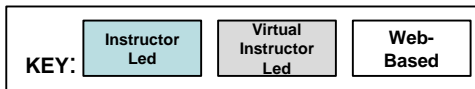
Instructor Led



Web-Based/Job Aids



*Offered by invitation only to staff who will be responsible for time entry and approval, and employee charging instructions

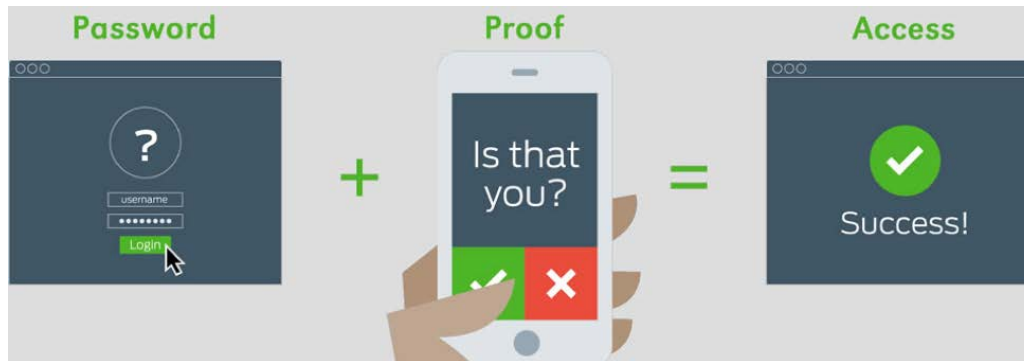


OIT CHANGES RELATED TO IMPLEMENTATION

OIT Changes Related to Implementation

Two-Factor Authentication (NetID+)

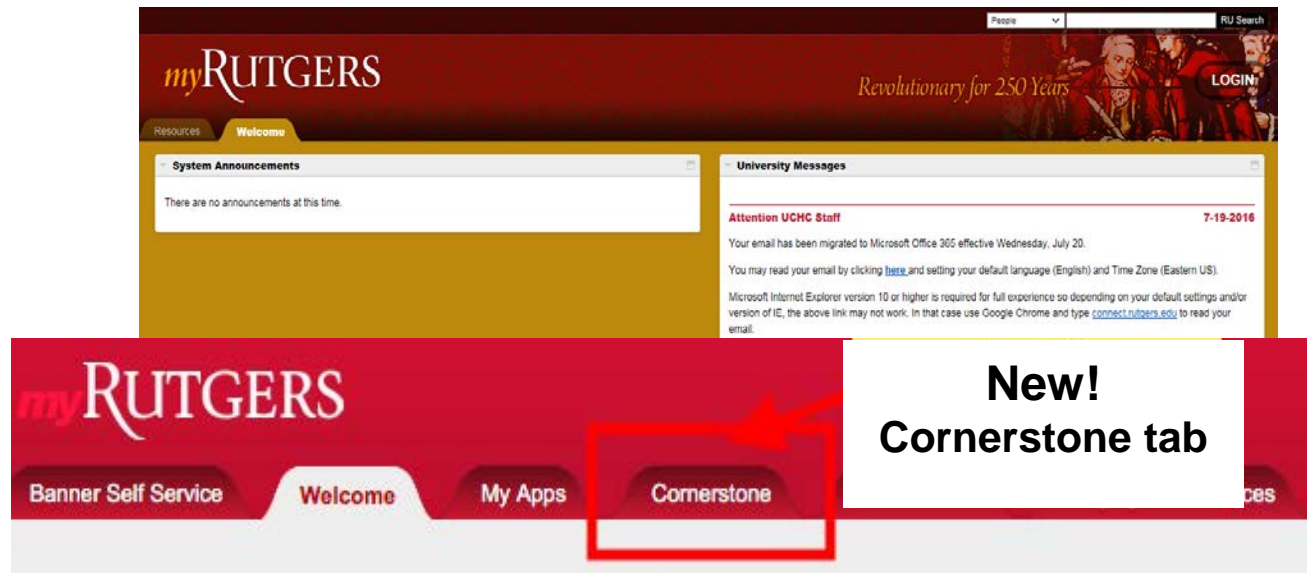
- Method of securing access to online resources using two independent authentication steps (factors)
 - 1st factor is **what the user knows** (NetID and password)
 - 2nd factor is **what the user has** (phone w/ security authentication code)



OIT Changes Related to Implementation

myRutgers Portal

- Access to applications on RIAS Gateway will move to myRutgers portal
- Cornerstone applications and applications with access to historical data



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
- Reinforce the 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

NEXT STEPS AND HOW YOU CAN BE INVOLVED

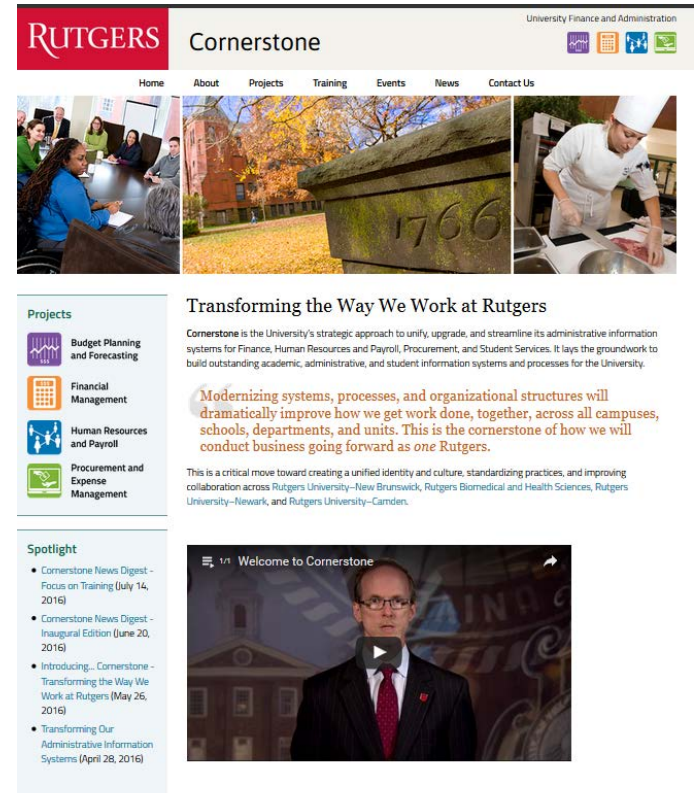
Next Steps

- In addition to existing projects and priorities, we need your involvement to implement the new systems
 - Business process change review
 - Role mapping
 - System testing
 - Training
- Attend **road shows**
 - August 18 (HR/Payroll)
- Work within your Chancellor or central administration unit to **plan for the changes**
- Mobilize your unit at the **local level**, utilizing available guidelines and tools
- Participate in **testing and training**



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



The screenshot shows the Rutgers Cornerstone website. At the top left is the Rutgers logo. The main header reads "Cornerstone" with "University Finance and Administration" to its right. A navigation menu includes Home, About, Projects, Training, Events, News, and Contact Us. Below the header is a banner with three images: a meeting, a stone with "1766", and a chef. The "Projects" section lists: Budget Planning and Forecasting, Financial Management, Human Resources and Payroll, and Procurement and Expense Management. The "Spotlight" section lists news digests and articles. A video player shows a man in a suit with the title "Welcome to Cornerstone".

Projects

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

Spotlight

- Cornerstone News Digest - Focus on Training (July 14, 2016)
- Cornerstone News Digest - Inaugural Edition (June 20, 2016)
- 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.

cornerstone.rutgers.edu

QUESTIONS?

Contact Us



- **Send questions, suggestions and feedback to:**
 - cornerstone@rutgers.edu



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- **Email us**

APPENDIX

Next Treasurer's Town Hall

September 8

10:00-11:30 a.m.

Livingston Student Center

Livingston Hall