



RUTGERS

Treasurer's Town Hall

J. Michael Gower

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

Livingston Student Center

September 8, 2016

Agenda

- **Systems Transition and Blackout Periods**
- **Training**
- **Software and Mobile Requirements**
- **University Security Initiative and System Access**
- **Managing Change**
- **Next Steps and How You Can Be Involved**
- **Q&A**

SYSTEMS TRANSITION AND BLACKOUT PERIODS

Systems 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 to process 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 16**
- Some circumstances may require urgent attention and need to be managed as exceptions or emergencies on a case-by-case basis

Upcoming Transition Deadlines

Date	Transaction / Activity to Stop
Sep. 8	<ul style="list-style-type: none"> Last date to request PO supplements and order modifications, to request POs that require review by Purchasing, to close or cancel POs, and to request internal POs
Sep. 9	<ul style="list-style-type: none"> Last date to submit paper expense reports/TABERs
Sep. 14	<ul style="list-style-type: none"> 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*
Sep. 14	<ul style="list-style-type: none"> Last date to submit all other action requests and supporting documentation to HCM-Data Administrator for input into Banner for cycles 19 and 20*
Sep. 14	<ul style="list-style-type: none"> Last date to submit action requests and supporting documentation to PeopleSoft/HCM queues*
Sep. 16	<ul style="list-style-type: none"> Last date to submit requests for travel advances
Sep. 19	<ul style="list-style-type: none"> Last date to submit a purchase order invoice
Sep. 22	<ul style="list-style-type: none"> Last date a providing department can approve and receive an internal PO
Sep. 23	<ul style="list-style-type: none"> Procurement system goes into inquiry only status
Sep. 23	<ul style="list-style-type: none"> Last date to record project activity
Sep. 23	<ul style="list-style-type: none"> Last date to add or modify awards, projects and grants data
Sep. 23	<ul style="list-style-type: none"> Last date to update information in Banner self-service
Sep. 23	<ul style="list-style-type: none"> Last date to submit cash deposit submittals through current process

*Refer to [University Human Resources' HCM blog](#) for complete details

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

- Exceptions, or late notifications, for leaves of absence, terminations and retirements will be handled on a case-by-case basis. Exception requests should be submitted via email to “hcm_action_status@hr.rutgers.edu”

Financial Management

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

TRAINING

Training Approach

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

Complete training now to be ready for go live in October.

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 • Commitment Accounting 	<ul style="list-style-type: none"> • Sponsored Projects • Non-Sponsored Projects 	n/a
Virtual Instructor-Led	n/a	n/a	<ul style="list-style-type: none"> • Financial Inquiries and Reports 	n/a
Web-based	Classes will open in September	Classes will open in September	<ul style="list-style-type: none"> • General Oracle Navigation • Journal Entry Processing 	Classes will open in September

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

SOFTWARE AND MOBILE REQUIREMENTS

Software and Mobile Requirements

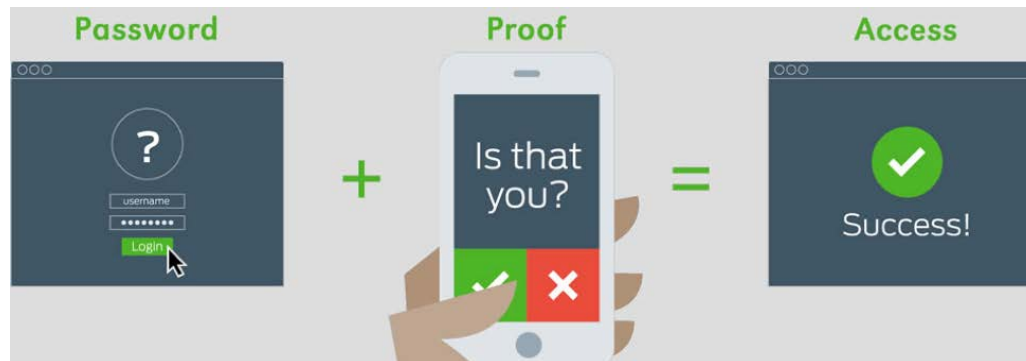
Software	
Browser	Apple Safari 7.x, 6.x Google Chrome 35+ Internet Explorer 11.x Mozilla Firefox 24 or higher Edge with Source-to-Settle 16.1 and Windows 10* Opera 10 and higher*
Additional Configurations	Disable pop-up blockers Disable open new tabs in background Block cookies Enable JavaScript
Operating System	Mac OS 10.9, 10.10, 10.11, 10.12 Windows 7, 8 Windows 10*
Plug-in	ADFdi for Microsoft Excel (required for Cloud spreadsheet uploads)** <u>Requirements</u> Microsoft Excel 2007, 2010, 2013 (.xlsx, .xlsm) on Microsoft Windows 7, 8 and 10*
Mobile	
Mobile Device Operating Systems	iPhone – iOS 8.x (4s, 5, 5s & 5c, 6, 6+ models) iPad – iOS 8.x (all models) Android – OS 4.0.2 or higher

UNIVERSITY SECURITY INITIATIVE AND SYSTEM ACCESS

University Security Initiative

NetID+ (Two-Factor Authentication)

- 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** (such as a phone with a security authentication code)

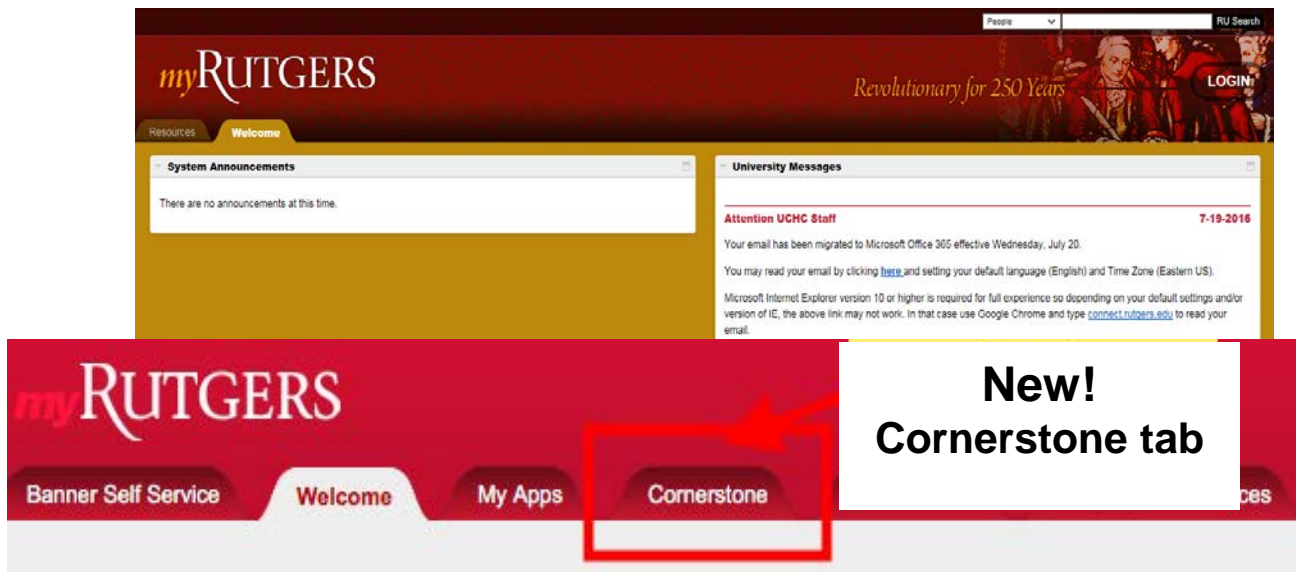


netid.rutgers.edu

Access to Cornerstone Applications

myRutgers Portal

- Access to applications on RIAS and Banner portals 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 (systems, 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

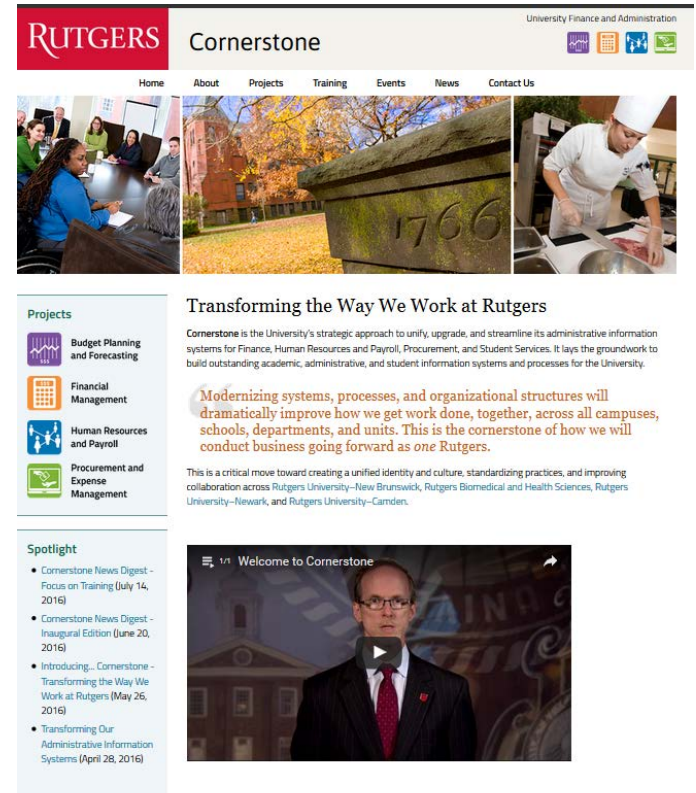
Next Steps

- 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
 - 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 'Cornerstone' website for Rutgers University Finance and Administration. The header includes the Rutgers logo and navigation links: 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 main content area features a 'Projects' section with icons for Budget Planning and Forecasting, Financial Management, Human Resources and Payroll, and Procurement and Expense Management. A 'Spotlight' section lists recent news digests and articles. A video player is visible at the bottom right, titled 'Welcome to Cornerstone'.

cornerstone.rutgers.edu

QUESTIONS?

Contact Us



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



- **Reach out to a Business Advisory or School/ Unit Representative Group member**

Visit the Cornerstone Website for contacts



- **Email us**

APPENDIX

Key Transition Deadlines

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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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* 	<ul style="list-style-type: none"> • 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* 	<ul style="list-style-type: none"> • 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* 	<ul style="list-style-type: none"> • Last date to submit action requests and supporting documentation to PeopleSoft/HCM queues 	Human Resources and Payroll <ul style="list-style-type: none"> • PeopleSoft
Sep. 16	<ul style="list-style-type: none"> • Travel advances 	<ul style="list-style-type: none"> • Last date to submit requests for travel advances 	Procurement / Financial Management

*Refer to [University Human Resources' HCM blog](#) for complete details

Key Transition Deadlines

Date	Transaction / Activity to Stop	What This Means	System
Sep. 19	<ul style="list-style-type: none"> PO invoice submissions <p><i>DEADLINE: 4:30 p.m. Eastern</i></p>	<ul style="list-style-type: none"> Last date to submit a PO invoice 	Procurement <ul style="list-style-type: none"> RIAS Marketplace
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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Last date employees can enter changes in self-service 	Human Resources & Payroll <ul style="list-style-type: none"> Banner
Sep. 23	<ul style="list-style-type: none"> Cash deposits 	<ul style="list-style-type: none"> Last date to submit cash deposit transmittals through the current process 	Financial Management <ul style="list-style-type: none"> RIAS Banner

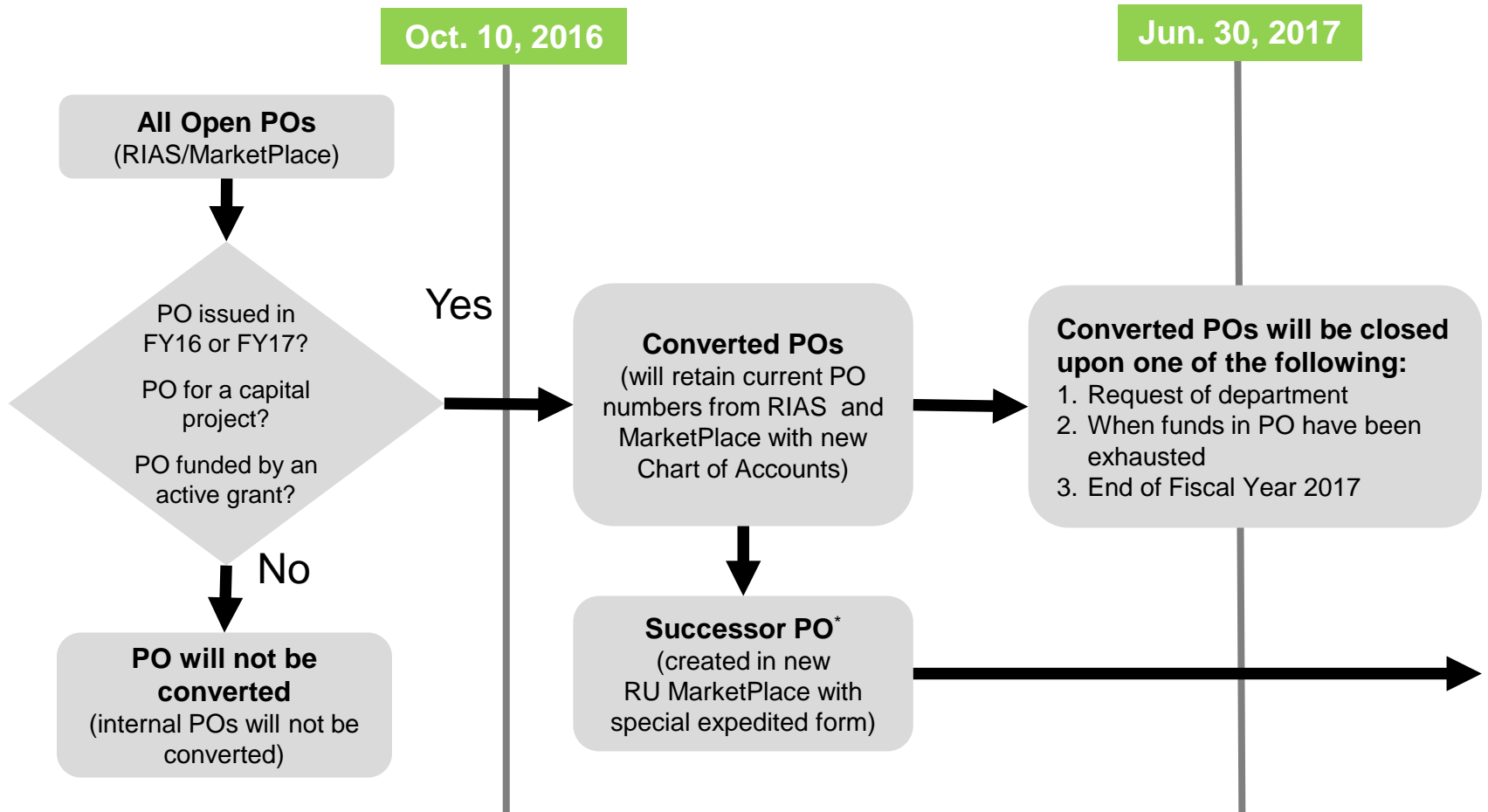
Key Transition Deadlines

Date	Transaction / Activity to Stop	What This Means	System
Sep. 26	<ul style="list-style-type: none"> Accounts Payable invoice processing 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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) <i>DEADLINE: 11:59 p.m. Eastern</i> Journal entries (units) 	<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 (central administration) 	<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

Key Transition Deadlines

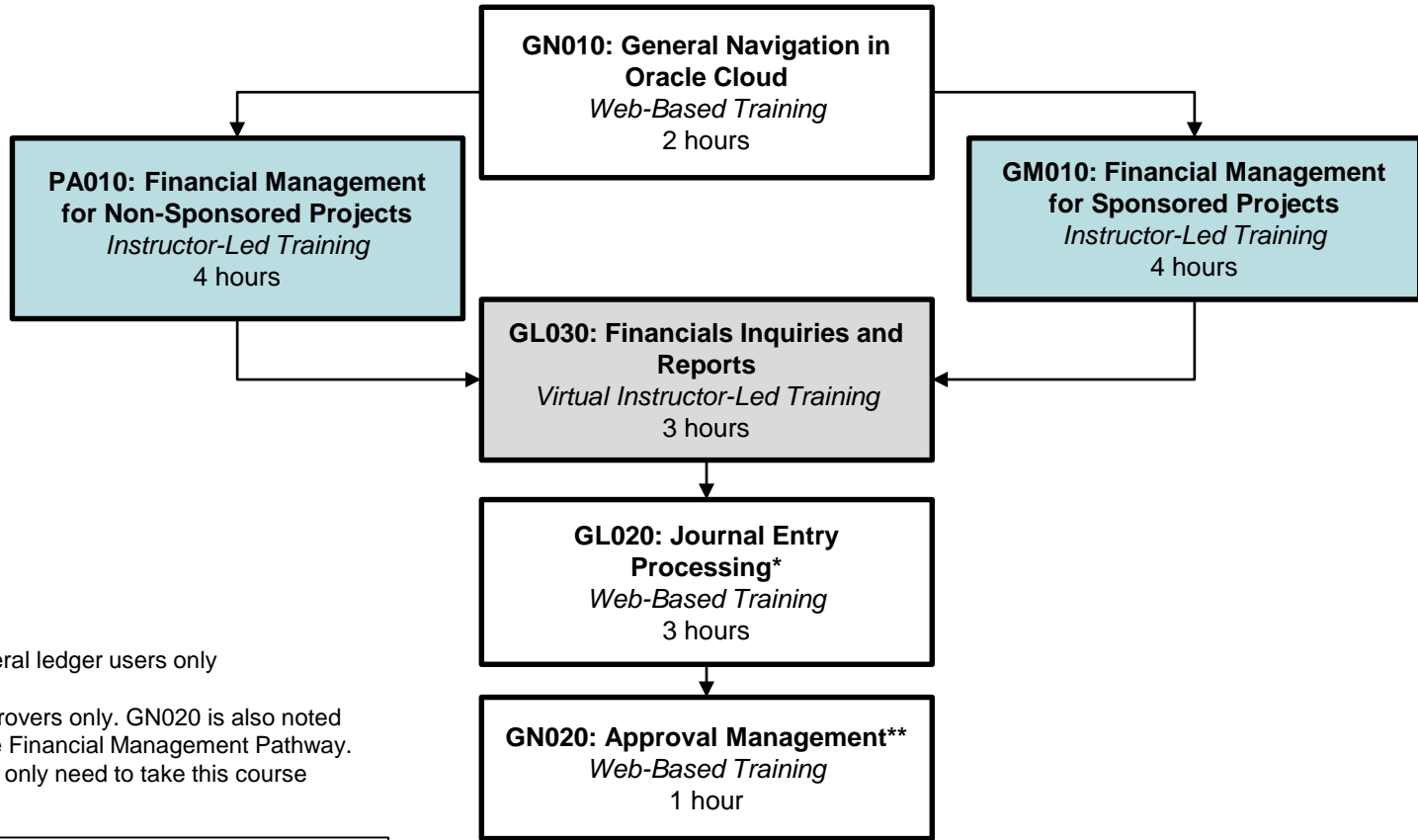
Date	Transaction / Activity to Stop	What This Means	System
Oct. 1	<ul style="list-style-type: none"> Financial management system goes to inquiry only status Human Resources and Payroll systems go offline 	<ul style="list-style-type: none"> Conversions will be conducted to migrate data from current systems 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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



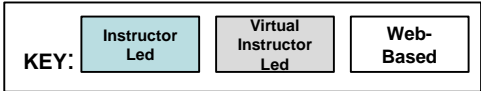
*Successor PO should be requested only if a converted PO needs to be supplemented (or increased), or the purchasing activity or engagement associated with the converted PO will continue after June 30, 2017.

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.



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

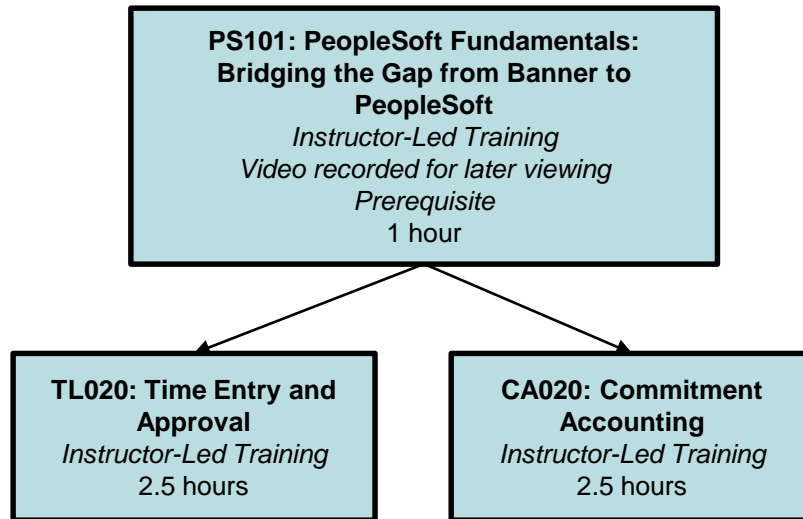
20 minutes

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

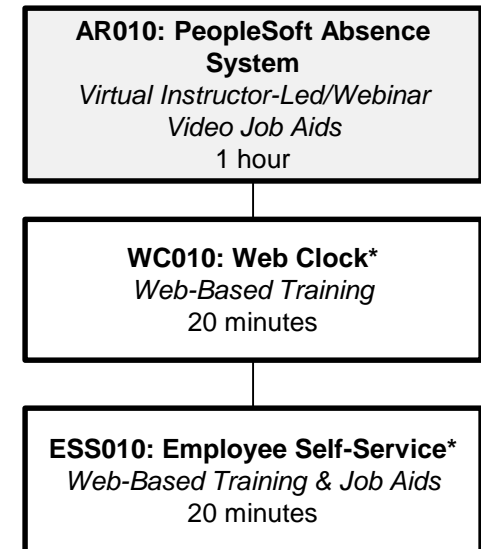
KEY:	Instructor Led	Virtual Instructor Led	Web-Based

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

