Treasurer’s Town Hall

J. Michael Gower
Executive Vice President for Finance and Administration
and University Treasurer

New Jersey Medical School
October 28, 2016
Agenda

- **Cornerstone Project Updates**
  - Human Resources and Payroll
  - RU Marketplace (Procurement)
  - Financial Management
  - Expense Management

- **Faculty**

- **Training**

- **Managing Change**

- **Next Steps and How You Can Be Involved**
HUMAN RESOURCES AND PAYROLL
Human Resources and Payroll Update

- Targeted communications with faculty and staff who transitioned from Banner to the combined PeopleSoft systems
  - Email, postal mail, FAQs and additional resources on Cornerstone

- Meeting with schools to clarify their **organizational structure** and needs, discuss approaches to **assigning approvers**, and implementing solutions
  - Meetings held with University Behavioral Health Center and Cancer Institute of New Jersey
  - Other meetings being scheduled
RU Marketplace Update

• Processing Reimbursements and Payments to Suppliers
  – Payment process to expedite reimbursements and supplier payments for urgent or emergency situations. Working with Oracle to resolve, will update on solution and timing.
  – ACH payments to vendors and for reimbursements “unstuck” yesterday

• System Access
  – Requests for access being addressed as they are reported to the help desk

• Purchase Orders
  – Continuing to validate converted POs from RIAS and Banner. Expect to complete validation by November 7. Making payments on converted POs.
  – Missing supplier or invalid fulfillment center address causes PO to fail
  – Ad Hoc “Ship to” address filed available to ship to an address that is not in the pre-selected addresses in the system
Financial Management System Update

• Approval Routing (also applies to expense management)
  – Financial transactions caught in loop due to named preparers and approvers. delayed processing expense reimbursements and check requests.
  – Working through solution, which will need to be validated. Initiated payment process to expedite emergency requests.

• Converted data reconciliation effort
  – Controller’s Office and Chancellor units remediating conversion issues to avoid recording duplicative corrections and to ensure chart of accounts fields are used correctly and consistently

• Targeting October 31 to update Human Resources (HR) data warehouse to replicate access to HR/Payroll and financial management reports
  – When this is complete, people who have Commitment Accounting or Time & Labor roles will have access to HR-related reports, such as payroll distribution
EXPENSE MANAGEMENT
Expense Management System: Updates and Resolutions

• ACH transfers to banks “unstuck”

• Approval Routing
  – Financial transactions caught in loop due to named preparers and approvers, delaying processing of expense reimbursements and check requests, for example
  – Working through solution, which will need to be validated. Initiated payment process to expedite emergency requests

• Reassigning Approval Requests
  – “Reassign” transfers an approval request to one or more alternate approvers. Original approver loses the ability to approve or reject the transaction.
  – “Delegate” transfers an approval request to a single alternate approver. Original approver can approve or reject the transaction. If the delegate approves the transaction, the system lists the delegate as the approver, not the person who delegated.
FACULTY
Faculty Education on the New Systems

• Faculty have the option to participate now in general online courses for grant accounting, expense management, procurement, and self-service.

• Targeted education will be available soon to help faculty learn the new systems and processes.

• These opportunities will be online, shorter, and focused on faculty-specific needs.

• A dedicated space on Cornerstone will be available for faculty to access online courses and additional resources.
TRAINING
Financial Management Course Pathway (Financial Management System)

Non-Sponsored Project Users

- PA010: Financial Management for Non-Sponsored Projects
- GL030: Financials Inquiries and Reports
- GL020: Journal Entry Processing*
- GN020: Approval Management**

Sponsored Project Users

- GN010: General Navigation in Oracle Cloud
- GM010: Financial Management for Sponsored Projects

*General ledger users only

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

KEY

- Instructor-Led
- Virtual-Led
- Web-based Video Tutorial

- Required to access the new system
Procurement Course Pathway (RU Marketplace)

Instructor-Led | Web-Based Video Tutorial
---|---

**Requisitioners**
- P2P020: Requisitioning
- P2P060: Receiving
- P2P040: Invoice Approval
- P2P010: Resubmit Returned Requisitions
- IM010: Invoice Inquiries
- P2P070: Accounts Payable Inquiries

**Approvers**
- P2P030: Approval Processing**
- P2P0170: Approval Delegation
- P2P0120: Managing Notification Preferences
- P2P0140: Setting Accounting Favorites

**Internal Purchase Order Processors**
- P2P050: Internal Purchase Orders (IPO)
- P2P0200: Internal Purchase Order (IPO) Invoicing

Web-based video tutorials can be taken in any sequence. **P2P030 is also noted on the Procurement Pathway for Approvers. Users only need to take this course once.**

For Approver | The classes noted in purple are for specific employee who approve in RU Marketplace

**KEY**
- **Required to access the new system**
Expense Management Course Pathway

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

*P2P030 is also noted on the Expense Management Pathway for Approvers. Users only need to take this course once.

Online training can be taken in any sequence.

**For Approver**

The classes noted in purple are for specific employee who approve in RU Marketplace

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**Web-Based Video Tutorials**

Request for a Rutgers Employee (Financial Management System)

- EX010: Enter and Submit Expense Reports
- GN020: Approval Management (Financial Management System)**

Request for a Non-Employee (RU Marketplace)

- EXS010: Check Requests
- P2P030: Approval Processing*

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**KEY**

- In[structor-Led
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- Web-based Video Tutorial

- Required to access the new system
Human Resources and Payroll Course Pathway (PeopleSoft)

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<thead>
<tr>
<th>Instructor-Led</th>
<th>Virtual-Led and Web-Based Video Tutorial</th>
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<tbody>
<tr>
<td><strong>PS101</strong>: PeopleSoft Fundamentals: Bridging the Gap from Banner to PeopleSoft</td>
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<td><strong>AR010</strong>: PeopleSoft Absence System</td>
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<td><strong>TL020</strong>: Time Entry and Approval</td>
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<td><strong>CA020</strong>: Commitment Accounting</td>
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<td><strong>WC010</strong>: Web Clock*</td>
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<td><strong>ESS010</strong>: Employee Self-Service*</td>
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*Offered by invitation only to staff who will be responsible for time entry and approval, and employee charging instructions.

Online training can be taken in any sequence.

**KEY**
- ★ Required to access the new system
MANAGING CHANGE
Stages of the “Change Curve”

- Denial
- Shock
- Frustration
- Depression
- Valley of Despair
- Acceptance
- Experiment (with new way)
- Integration

Strategies:
- Create Alignment
- Maximize Communication
- Spark Motivation
- Develop Capability
- Share Knowledge
Shifting from Coping with Change to Adoption

- Continue to reinforce the urgency and need to transition to the new way of working and adopt changes
  - Successful implementation requires personal ownership and accountability by everyone

- Ensure employees participate in web-based training for new roles
  - All training and resource materials are available on Canvas

- Re-evaluate business processes in your unit to align with the new tools and processes, and to streamline practices within your unit

- Identify stakeholders in your unit and target communication to them
ACCESSING THE SYSTEMS
Access to Cornerstone Applications via myRutgers portal

Step 1: Go to my.rutgers.edu.
Access to Cornerstone Applications via myRutgers portal

Step 2: Log in using your NetID and password.
Access to Cornerstone Applications via myRutgers portal

Step 3: Select the Cornerstone tab, and click the tile for the appropriate app.
NEXT STEPS AND HOW YOU CAN BE INVOLVED
Next Steps

• Work within your Chancellor or central administration unit to determine how the changes will **impact your unit**

• Mobilize at the **local level**, utilizing available guidelines and tools
How You Can Be Involved

• **Stay connected**
  – Cornerstone website
  – Newsletters
  – Treasurer’s Town Hall

• **Send questions, suggestions and feedback to:**
  – cornerstone@rutgers.edu
  – Help Desk Staff
    • Procurement and Expense Management
    • Human Resources and Payroll
    • Financial Management

cornerstone.rutgers.edu
Cornerstone Help Desks

Human Resources and Payroll
Monday-Friday
7:30 a.m.-5 p.m. Eastern
(848) 932-3888
hrpayroll_helpcenter
@hr.rutgers.edu

Procurement and Expense
Monday-Friday
8 a.m.-6 p.m. Eastern
(848) 932-4375
procurement_helpcenter
@finance.rutgers.edu

Financial Management
(beginning Oct. 10)
Monday-Friday
8 a.m.-6 p.m. Eastern
(848) 445-2100
finance_helpcenter
@finance.rutgers.edu

Calls and emails will be returned within one business day.