



HR / Payroll Data Migration

Aligning and Integrating Payroll Systems at Rutgers

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and Organizational Effectiveness

Stephen J. DiPaolo, Financial Project Champion

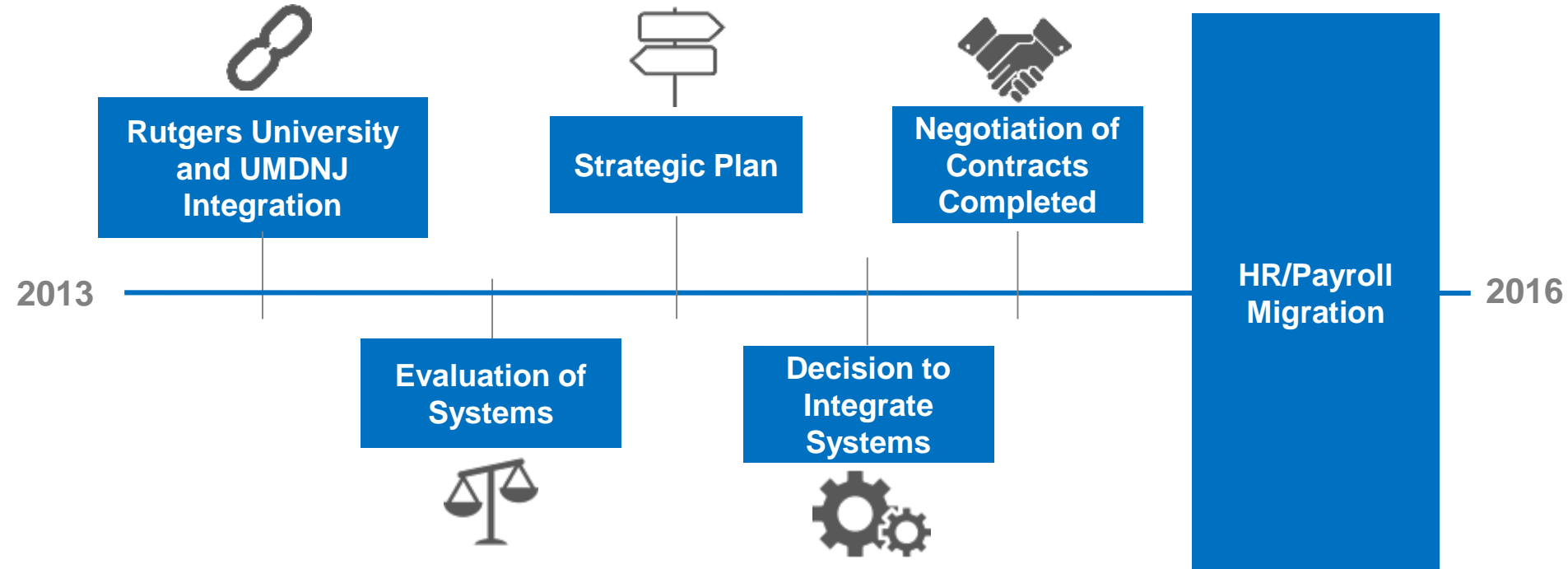


Cornerstone 
Transforming the Way We Work at Rutgers

Welcome!

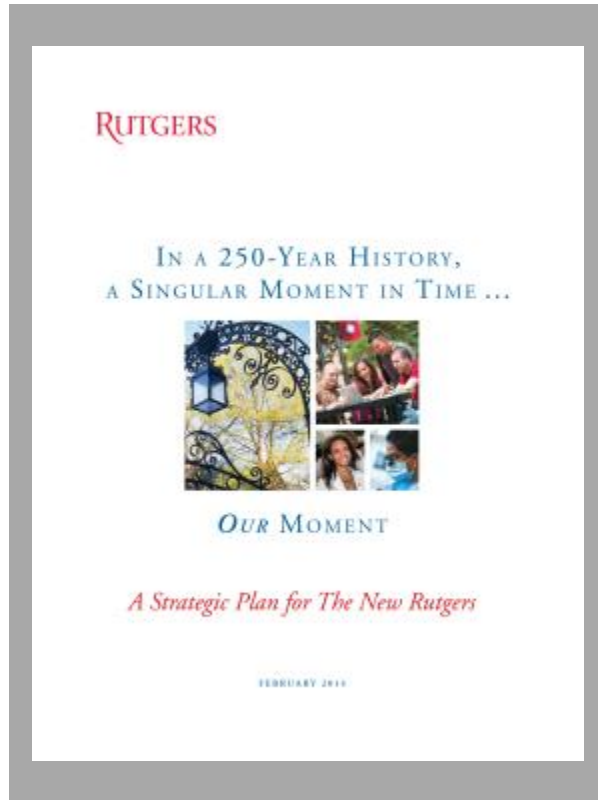


Background



University Strategic Plan

Guidance for Administrative Systems Transformation



*“Provide **best-practice academic and administrative systems** and organizations, backed by updated technology.”*

Source: *A Strategic Plan for the New Rutgers*, 2014

What is Cornerstone?

- Administrative Information Systems (AIS) transformation at Rutgers, which consists of:



- HR / Payroll Data Migration (PeopleSoft)
- Budget Planning and Forecasting (Hyperion)
- Financial Management (Oracle Cloud)

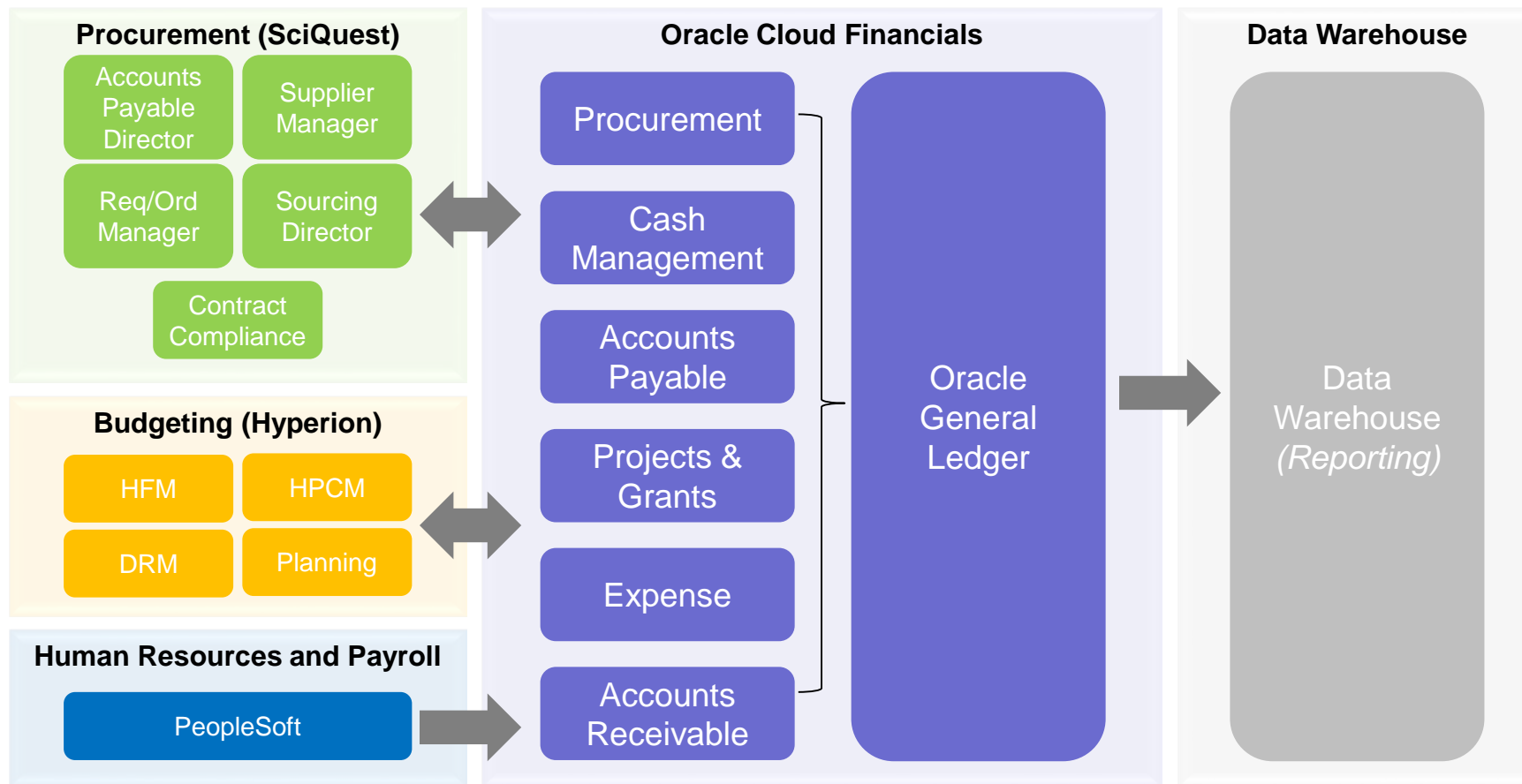


- Procurement and Expense Management (SciQuest)

“Transforming the Way We Work at Rutgers”

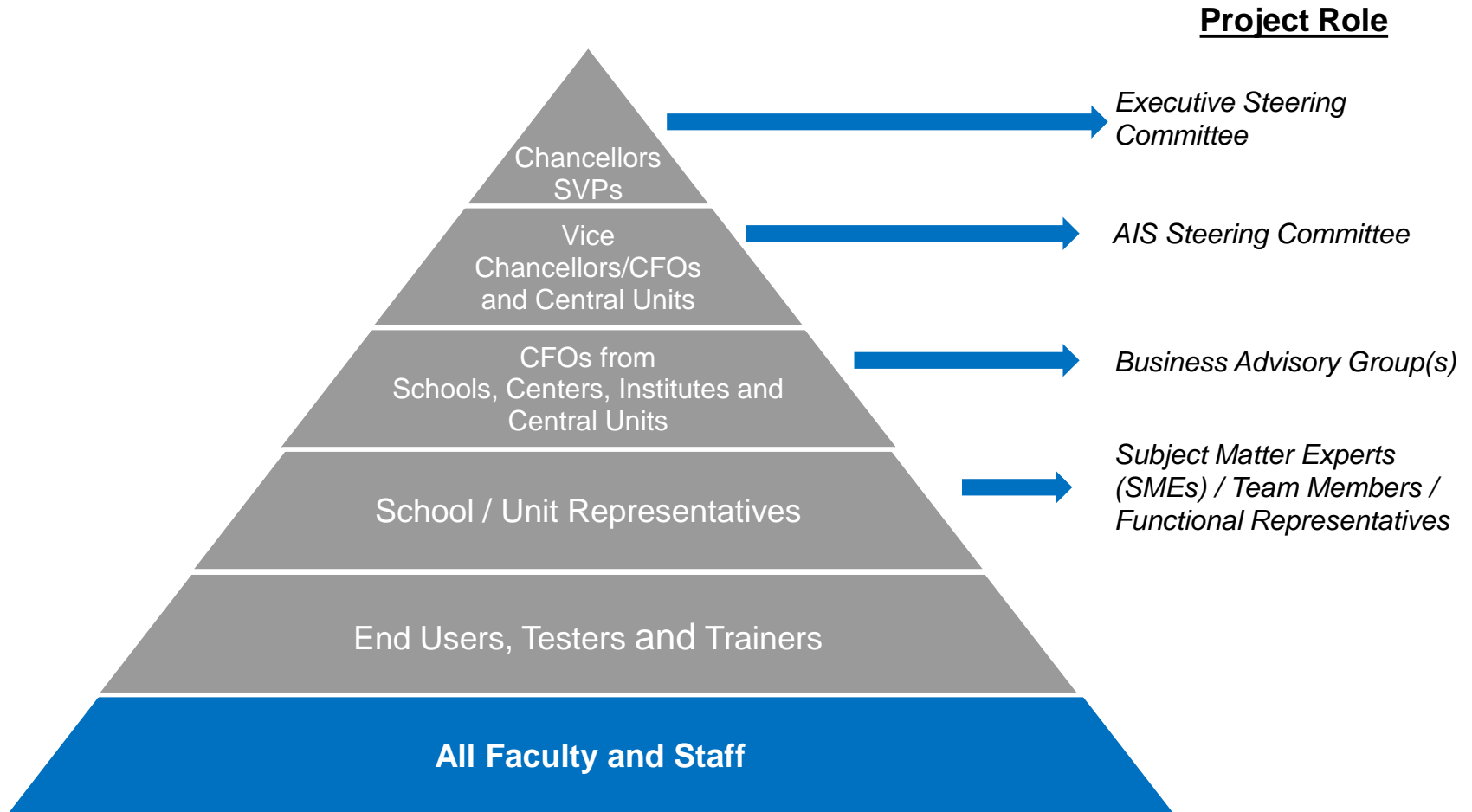
Administrative Information Systems

Financial, Procurement and Human Resources and Payroll Environment

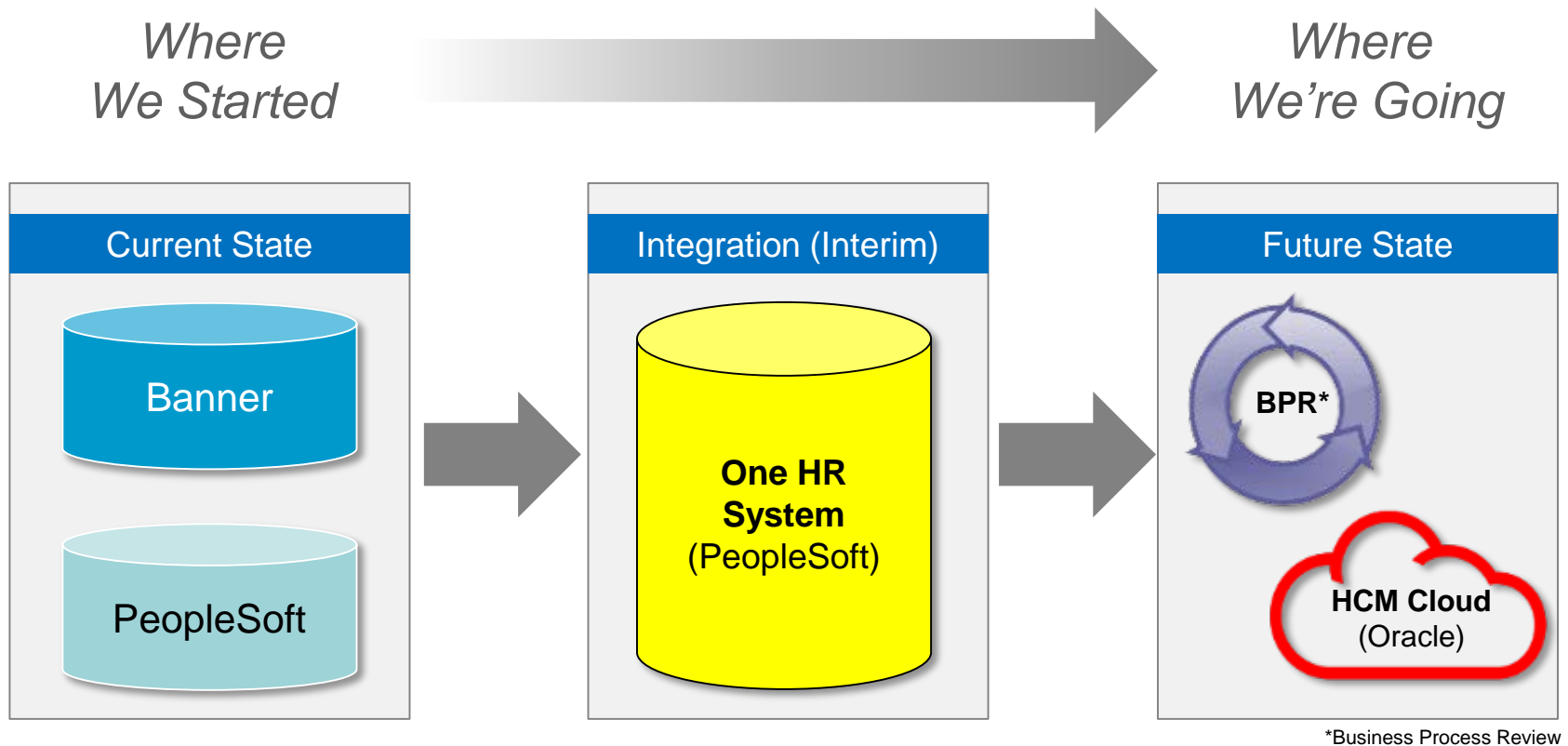


NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)

Project Structure



HR/Payroll Migration Roadmap



Benefits of Migration - *Business Perspective*

1



University-Wide
Integrated Processes

2



Business Process
Efficiency

3



Moving Away from Paper
Timesheets

4



Electronic Workflow for
Time Entry & Approval

5



Consolidated Reporting

6



Streamlined Human
Resources Transactions

Benefits of Migration - *Employee Perspective*

Unified Functions and Resources



- ✓ Consolidated Payroll Processes
- ✓ Eliminated Paper Timesheets
- ✓ Aligned Employee Self-Service Experience
- ✓ Simplified Processes for Multiple Assignments

Benefits of Migration - *Employee Perspective*

Consolidated Payroll Processes



- ✓ One Database System for Payroll Reporting
- ✓ Employees will have a Shared Experience

Benefits of Migration - *Employee Perspective*

Eliminated Paper Timesheets



- ✓ Payroll Processed Electronically
- ✓ No Paper Records

Benefits of Migration - *Employee Perspective*

Aligned Employee Self-Service Experiences



- ✓ Absence Reporting is Electronic
 - Manual Process is Eliminated
- ✓ Access to Real-Time Absence Reporting Information
 - Paid-Time-Off Accruals Automatically Calculated
 - Rules Provide Automatically Populated Paid-Time-Off
- ✓ Online Updating of W4 Forms

Benefits of Migration - *Employee Perspective*

Simplified Processes for Multiple Assignments



- ✓ Consistent Second and Third Assignments Processes
- ✓ History of Past and Present Assignments

Business Process Changes

Staff and Faculty HR Transactions

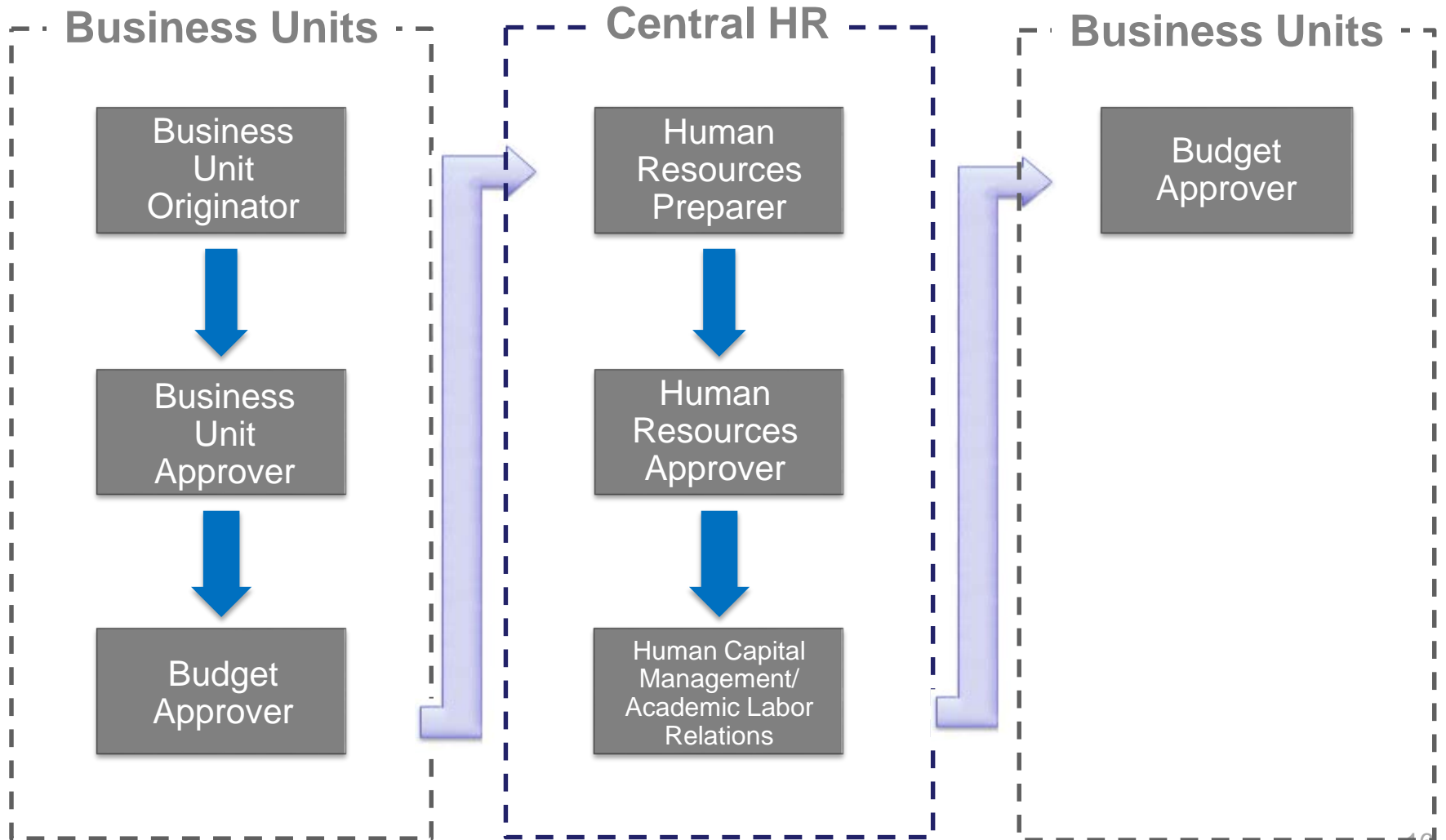
What's Changing?



- HR transaction forms used by Banner Units will align with PeopleSoft requirements
- Electronic Personnel Action Form (EPAF) will be eliminated – Streamlined Process
- Salary (labor) distributions will be handled by the unit's designated commitment accounting staff

HR Transaction Processing

Paper-Based Transactions to Transition Banner Units to PeopleSoft



Business Process Changes

Commitment Accounting

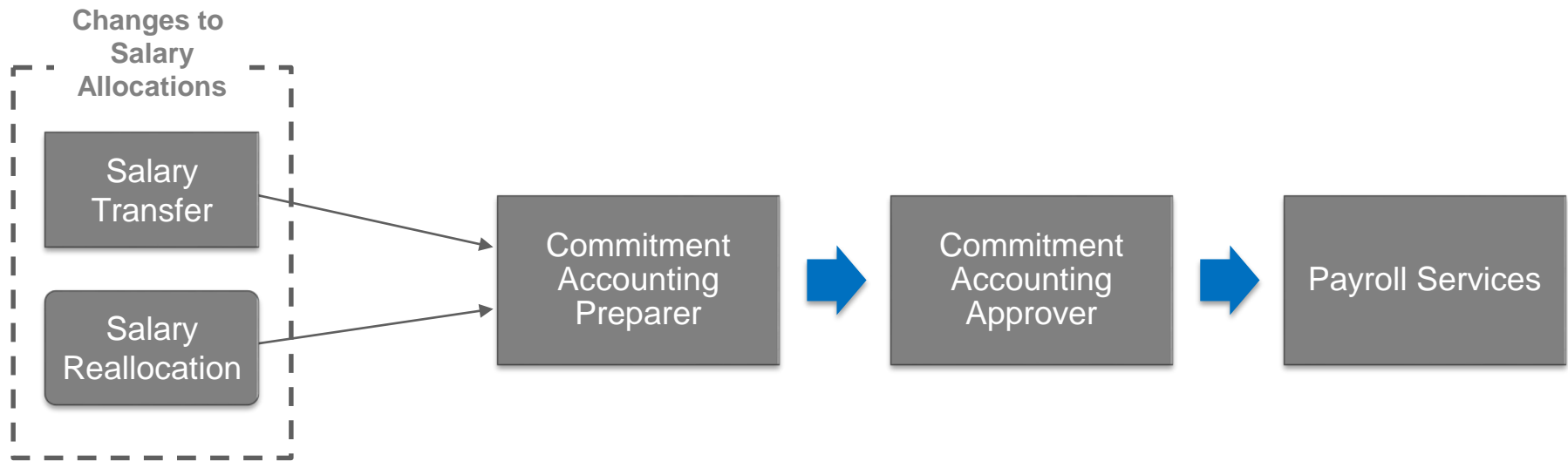
What's Changing?



- Salary (labor) distributions will be entered into PeopleSoft
- Each department will identify a default account to set automatic charging instructions for new employees
- Business administrators will update Employee Charging Instructions (ECI) only if different from the department default account

Commitment Accounting Process Responsibilities

Employee Transactions that Impact a Department's Budget



Business Process Changes

Time Entry & Approval

What's Changing?

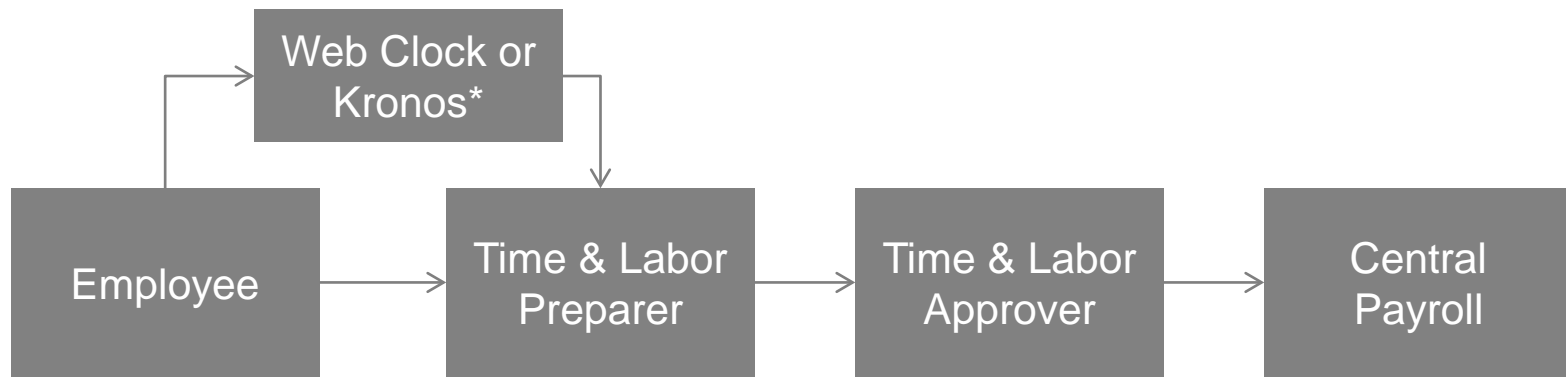


- Payable time will be entered, routed and approved electronically, rather than on paper
- Paid time off will be tracked through an electronic Absence Reporting tool in PeopleSoft, rather than on timesheets

Time Entry & Approval Process Responsibilities

Non-Exempt Hourly Employees – *Report all time worked*

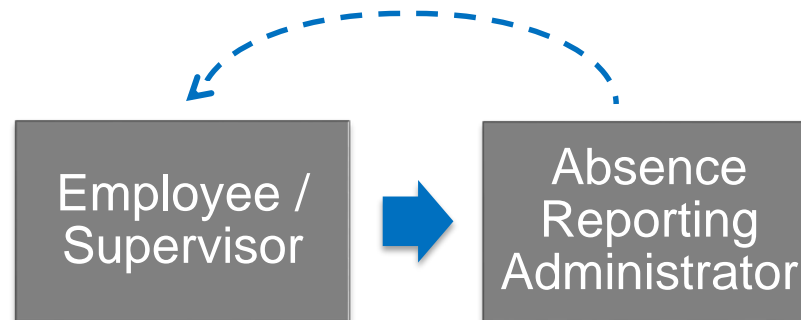
Non-Exempt Salaried Employees – *Report Additional Hours Beyond Standard Work Week*



**Kronos is only being used by specific departments
(i.e. Facilities, Dining, Public Safety)*

Absence Reporting Process Responsibilities

All Staff Employees Who Are Eligible for Paid Time Off



Universitywide | New Brunswick | RBHS | Newark | Camden | Online | Rutgers

1766-2016
RUTGERS
The State University of New Jersey

One of the
Great things
to know about
Rutgers

Accomplished Alumni
Stephanie Klemons, Class of 2004, is the dance captain and associate choreographer for Broadway's

The screenshot shows the myRutgers Portal interface. At the top, there's a navigation bar with 'Resources' and 'Welcome' tabs. Below this, a 'System Announcements' box states 'There are no announcements at this time.' To the right, a 'University Messages' section contains an email migration notice for UCHC staff and a notice about meningitis B vaccination for New Brunswick undergraduate students, dated 7-7-2016. A large, semi-transparent 'LOGIN' button with a hand cursor is overlaid on the right side of the page. The bottom of the page features a footer with copyright information, a link to 'Rutgers Home', and a 'Rutgers 250' anniversary banner.

https://my.rutgers.edu/portal/render.userLayoutRo myRutgers Portal

myRUTGERS

Resources Welcome

System Announcements

There are no announcements at this time.

University Messages

Attention UCHC Staff

Your email will be migrated to Microsoft

Please check your current email inbox for

If you have not yet received an email from

Brunswick Helpdesk at 848-445-4357. T

New Brunswick Undergraduate Students: Get Vaccinated Against Meningitis B 7-7-2016

- Serogroup B meningococcal disease, sometimes referred to as "meningitis B", can be deadly within hours or days of getting sick. It can also lead to severe disabilities, such as loss of limbs.
- Based upon lab testing, the best protection against the specific outbreak strain is expected with the full 3-dose series of the meningitis B vaccine Trumenb®.
- Action Required:** Verification of each meningitis B vaccine dose received or declination is required prior to arriving for the Fall 2016 semester.

For more information, including where to get vaccinated, visit health.rutgers.edu/meningitis.

LOGIN

Copyright © Rutgers, The State University of New Jersey. All rights reserved.
About myRutgers | Rutgers Home

Join the conversation with #Rutgers250.

1766-2016
RUTGERS
250

Login using your NetID. You will be logged out automatically after 30 minutes of inactivity.

https://cas.rutgers.edu/login?service=https://my.rutgers.edu/ Rutgers Central Authentication...

RUTGERS Central Authentication Service (CAS)

[Please Log In](#)

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser

NetID:

Password:

Authentication Type: ▾

☐ **Notify me before logging me into other sites.**

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

The screenshot shows the myRutgers Portal interface. A blue circle highlights the 'Employee Self Service' tab in the top navigation bar. A blue arrow points from a text box to this tab. The text box contains the text 'Tab to Access Employee Self Service'. Below the navigation bar, the main content area is divided into two columns. The left column contains links to 'ScarletApps' (Mail, Calendar, Docs), 'RU Email' (Log into the RCI Webmail Service, Setup Forward), and a list of recent emails. The right column contains a 'Today' section with a featured article about a young scholar and a 'Featured Events' section with a list of upcoming events.

Tab to Access Employee Self Service

ScarletApps
Get 7 GB of storage, protect against spam and viruses, stay connected with built-in IMAP and POP message access, and more.
[Help on how to use Mail](#)

ScarletCalendar
Share calendars and schedule people, groups, rooms and resources easily, even from your mobile device.
[Help on how to use Calendar](#)

ScarletDocs
Create and share a variety of online documents, from word processing and spreadsheets to forms and presentations -- all with mobile access.
[Help on how to use Docs](#)

[ScarletApps Homepage](#) | [Frequently Asked Questions](#) | [Training Resources](#)

RU Email
[Log into the RCI Webmail Service](#) [Setup Forward](#)

[Inbox \(3099 unread\)](#) [Check Mail](#) [Compose](#) [Folders](#) [Addresses](#) [Spam Filters](#)

Up-to 10 latest messages from RCI (Last checked at 07:50:49)

Sender	Subject	Date
Edward Nygma	Riddle me this, Riddle me that	07/19/2016 08:01 AM
Oswald Cobblepot	Wah wah wahhhhhh!	07/18/2016 08:00 AM
Selina Kyle	Purrr-fect Plans for Saturday Night	07/17/2016 08:01 AM
The Joker	ha ... hahahaHaHaHAHAHAHA!	07/16/2016 08:01 AM
Dick Grayson	About the costume...	07/15/2016 08:00 AM

Today

RUTGERS TODAY

Youngest Summer Scholar Ever Finds a Perfect Fit at Rutgers
Meet Ennyn Chiu, age 9, and her 11-year-old sister Enna. They are studying green-fluorescent protein, Förster resonance energy transfer and other scientific concepts in the Rutgers Summer Scholars Program. Of the 145 students in the program, the majority are high school juniors and

Featured Events

Featured Events [More Events: New Brunswick/Piscataway, Newark, Camden](#)

[Road to Wall Street Boot Camp](#)
Fri 2 / 12 / 2016 @ 3:00 PM - Mon 2 / 12 / 2018 @ 5:00 PM
Gateway Transit Village
4th Fl. (next to Barnes & Noble on CAC)
New Brunswick

[Exhibit: The Elusiveness of Progress: Voting Rights in America](#)
Tue 3 / 1 / 2016 @ 09:00 AM - Wed 8 / 31 / 2016 @ 5:00 PM

Employee Self Service Functions

Users can access the following information in their employee file and request changes if needed:

- 1. Personal Information:** Can edit contact information; emergency contacts, home address, telephone number(s), demographic info
- 2. Pay and Compensation Information:** can edit direct deposit, W-4 deductions, can view W-2 form, 401k holdings, etc.
- 3. Benefit Information:** can view current benefit elections, absence balances, etc.

https://riashrms.rutgers.edu/psp/HRMS1/EMPLOYEES myRutgers Portal Employee-facing registry c...

RUTGERS Home Add to Favorites Sign out

Favorites Main Menu

Personalize [Content](#) | [Layout](#) [Help](#)

Main Menu

Self Service
Navigate to your self service information and activities.

- [Time Reporting](#)
- [Personal Information](#)
- [Payroll and Compensation](#)
- [Benefits](#)
- [Learning and Development](#)

My Recent Paychecks

Review your last 5 available paychecks below.
Select the date of the paycheck you would like to review

Check Date	Paycheck Number
2016-07-08	2738843
2016-06-24	2720018
2016-06-10	2701529
2016-05-27	933390
2016-05-26	933353

[View Full Paycheck Self Service Page](#)

My Absence Balances

Absence Type	Days Remaining as of Prior Day
Vacation	26.50
Sick	178.75
Administrative Leave	1.00
Personal Holiday	2.00
Paid Leave Bank	4.00

[View Absence Balances and Details Self Service Page](#)



What is Web Clock?

Tracks employee time in and time out, and allows employees to view personal time cards online. Timekeepers can also add and/or adjust time on the timesheet.

RUTGERS

Favorites Main Menu

Personalize [Content](#) | [Layout](#)

Main Menu



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Navigation Page

Navigation Page

Home | Add to Favorites | Sign out

Time Reporting
Report and review your time, schedules, request absences and more.

Report Time
Report your time and request planned overtime and absences.

- [Overtime Requests](#)
- [Web Clock](#)

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[History Time](#)
[Time Summary](#)
[Time Detail](#)



<https://riashrms.rutgers.edu/psp/HRMS1/EMPLOYE>

[Home](#)
[Add to Favorites](#)
[Sign out](#)

[Favorites](#)
[Main Menu](#)
[Self Service](#)
[Time Reporting](#)
[Report Time](#)
[Web Clock](#)

[New Window](#)
[Help](#)
[Customize Page](#)
[http](#)

Please select the appropriate job from the list below

Select Job Title		
Job Title	Empl Record	Department ID
CEO	0	ZWT027
DARK KNIGHT DET.	1	ZBT005

Go To:

[Self Service](#)

[Time Reporting](#)

Position Code	Supervisor Name
	A. PENNYWORTH
	JAMES GORDON

The screenshot shows a web browser window with the URL <https://riashrms.rutgers.edu/psp/HRMS1/EMPLOYE>. The browser tabs include "myRutgers Portal" and "Web Clock". The page header is red with the Rutgers logo and navigation links: Home, Add to Favorites, Sign out. The breadcrumb trail is: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Web Clock. The left sidebar contains a "Web Clock" section with a link to "Enter Punch" and a user profile for "Bruce Wayne" with job title "Dark Knight Detect". Below this are sections for "Enter Punch" (with a description "Enter Punch Type, relevant time"), "Punch Type:", "Time Zone:", "Time Reporting Elements" (with fields for Day, Taskgroup, Override Reason Code, Time Reporting Code, and Comments), and "Task Reporting Elements" (with a field for Combination Code). The main content area displays the instruction "time and task information. Save with Enter Punch button." and a large "Enter Punch" button. A blue tooltip box is overlaid on the form, containing the text "In", "In", "Meal", and "Out". A mouse cursor is pointing at the "Enter Punch" button. At the bottom of the page, there is a "Go To:" section with links to "Self Service" and "Time Reporting", and a "ChartFields" section.

The screenshot shows a web browser window with the URL <https://riashrms.rutgers.edu/psp/HRMS1/EMPLOYE>. The browser tabs include "myRutgers Portal" and "Web Clock". The page header is red with the "RUTGERS" logo and navigation links: "Home", "Add to Favorites", and "Sign out". Below the header is a breadcrumb trail: "Favorites > Main Menu > Self Service > Time Reporting > Report Time > Web Clock".

The main content area displays a "Web Clock" section with a "Save Confirmation" dialog box. The dialog box contains the following text:

The Save was successful

The following punch has been recorded

Punch Type:	In
Date:	07/26/2016
Day:	Tuesday
Punch Time:	10:45:00AM
Time Zone:	EST

At the bottom of the dialog box is an "OK" button. A mouse cursor is visible in the bottom right corner of the browser window.

[←](#)
[→](#)
<https://riashrms.rutgers.edu/psp/HRMS1/EMPLOYI>

[myRutgers Portal](#)
[Employee-facing registry c...](#)

[Home](#)
[Add to Favorites](#)
[Sign out](#)

[Favqrites](#)
[Main Menu](#)

Personalize
[Content](#)
[Layout](#)

[Help](#)

Main Menu

Self Service

[Time Reporting](#)

[Personal Information](#)

[Payroll and Compensation](#)

[Benefits](#)

[Learning and Development](#)

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[View Absence Balances and Details Self Service Page](#)

Cornerstone

 Transforming the Way We Work at Rutgers

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Timesheet

[Bruce Wayne](#)

EmployeeID: 00001939

Job Title: Dark Knight Detective

Std Hourly Rt: 10.000000 USD

Instructions

Report punch time with an actual time (ex. 8:15am) along with a punch type for each day (In, Break, Out etc.). You can have multiple punch times per day. An OUT punch is required at the end of each shift or workday.

Report elapsed time by specifying a TRC and entering the number of hours or units worked, or an amount in the Quantity field.

To report time for a different day, week, or time period, change the View By option or enter a new date in the Date field and select Refresh.


*View By:

Week 

Reported Hours:

0.00

Date:

07/25/2016 



Scheduled Hours:

0.00

[Show all Punch](#)

From 06/06/2016 to 06/12/2016

Comments	Day	Date	Status	In	Meal	In	Out	Punch Total	Time Reporting Code
	Mon	7/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Tue	7/26	New	08:30 AM	12:30 PM	01:30 PM	05:00 PM		HREG -- Hours Regular 
	Wed	7/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Thu	7/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Fri	7/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sat	7/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	7/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Submit

Clear

Apply Schedule

[Approve Payable Time](#)

Approve Time for Time Reporters

Employee Selection Criteria

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>

Job Description	<input type="text"/>
Department	ZBT005
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>

Start Date:

End Date:

[Select to view Instructions](#)

Employees For Marie Matusiak

Select	Name	Employee ID	Empl Record	Job	Job Description	Total Payable Hours	Department	Workgroup	Location Code	Supervisor ID	Override Hrly Rate (Y/N)	Override ComboCode (Y/N)
<input type="checkbox"/>	Bruce Wayne	00001939	0	41001	D. Knight Detect.	1.000000	10470	SALNE375	3751 317	00006184		

[Select All](#)

[Deselect All](#)

Approve Payable Time

Bruce Wayne

Employee ID: 00001939

Empl Record: 0

Job Title: Dark Knight Detective

Std Hourly Rt: 25.783475 USD

Select the time you wish to approve and then select the Approve button.
Enter a specific Accounting Date for each row of payable time to be published.
If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details

Customize | Find | View All | | First 1 of 1 Last

Overview Time Reporting Elements Cost Task Reporting Elements

Select	Date	Time Reporting Code	Approval Monitor	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
	07/28/2016	OVT	Approval Monitor	1.00	Hours	<input type="text"/>	Adjust Reported Time	

[Select All](#)

[Deselect All](#)

Approve

Approve Payable Time

Bruce Wayne

Employee ID: 00001939

Empl Record: 0

Job Title: Dark Knight Detective

Std Hourly Rt: 25.783475 USD

Select the time you wish to approve and then select the Approve button.
Enter a specific Accounting Date for each row of payable time to be published.
If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details

Customize | Find | View All | First 1 of 1 Last

Overview Time Reporting Elements Cost Task Reporting Elements

Select	Date	Time Reporting Code	Approval Monitor	Quantity	Type	Accounting Date	Adjust Report
<input checked="" type="checkbox"/>	06/08/2016	OVT	Approval Monitor	1.00	Hours		Adjust Report

[Select All](#) [Deselect All](#)

Approve

[Return to Approval Summary](#)

Message

Are you sure you want to approve the time selected? (13504,2500)

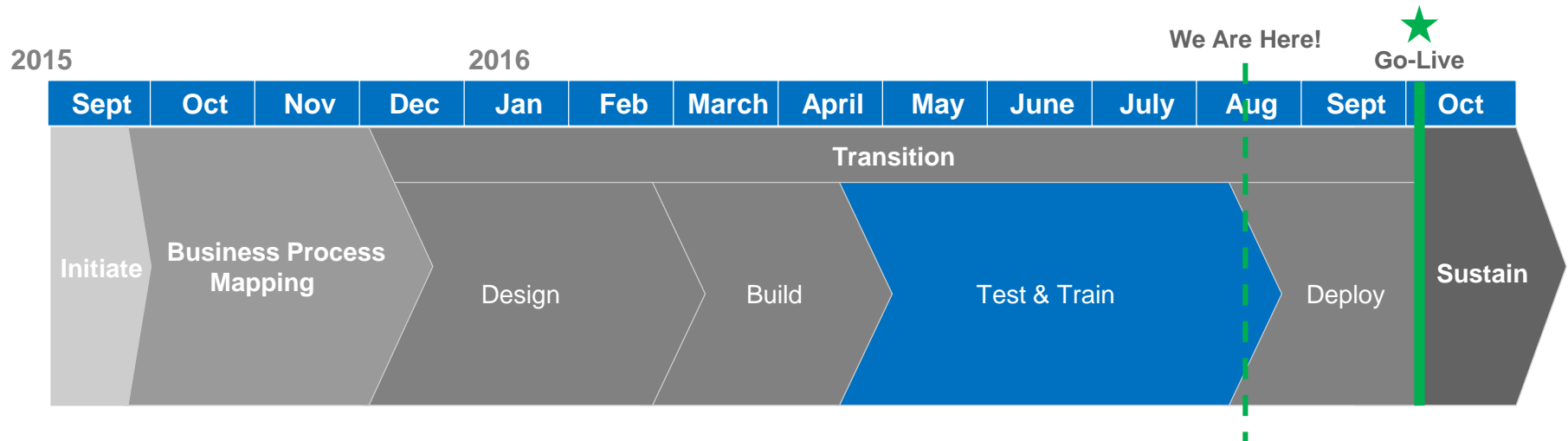
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes

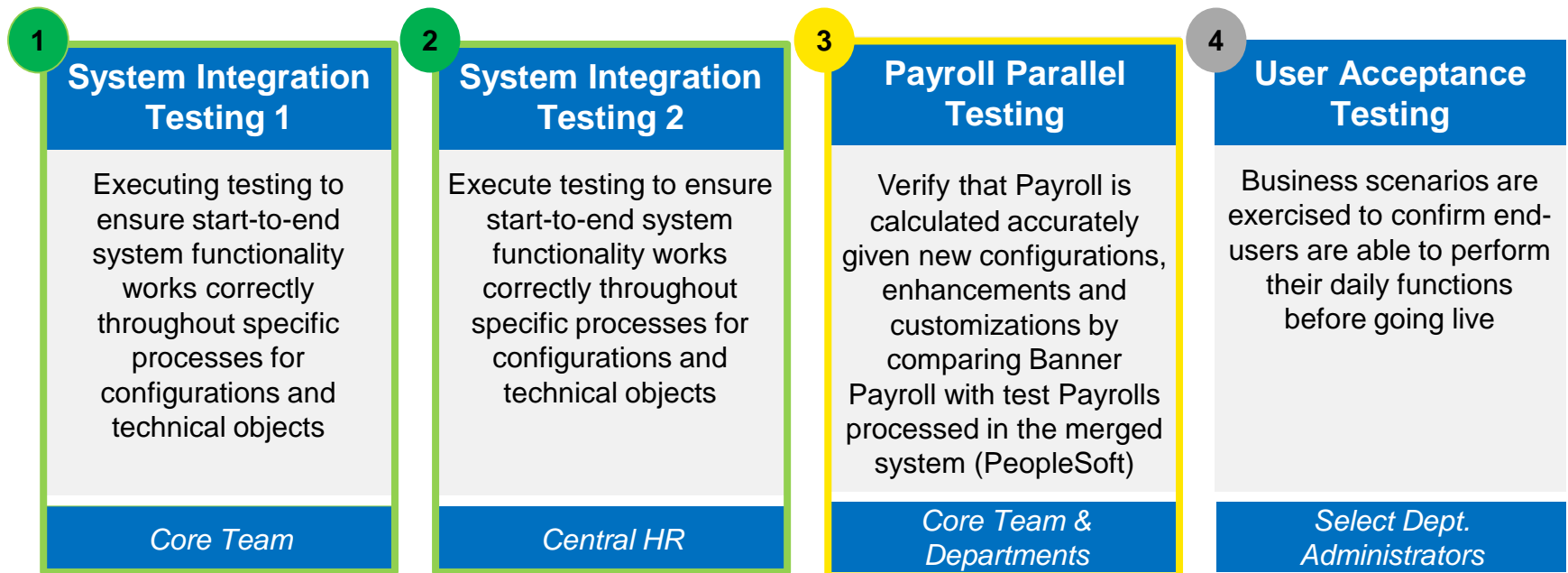
No

Project Status



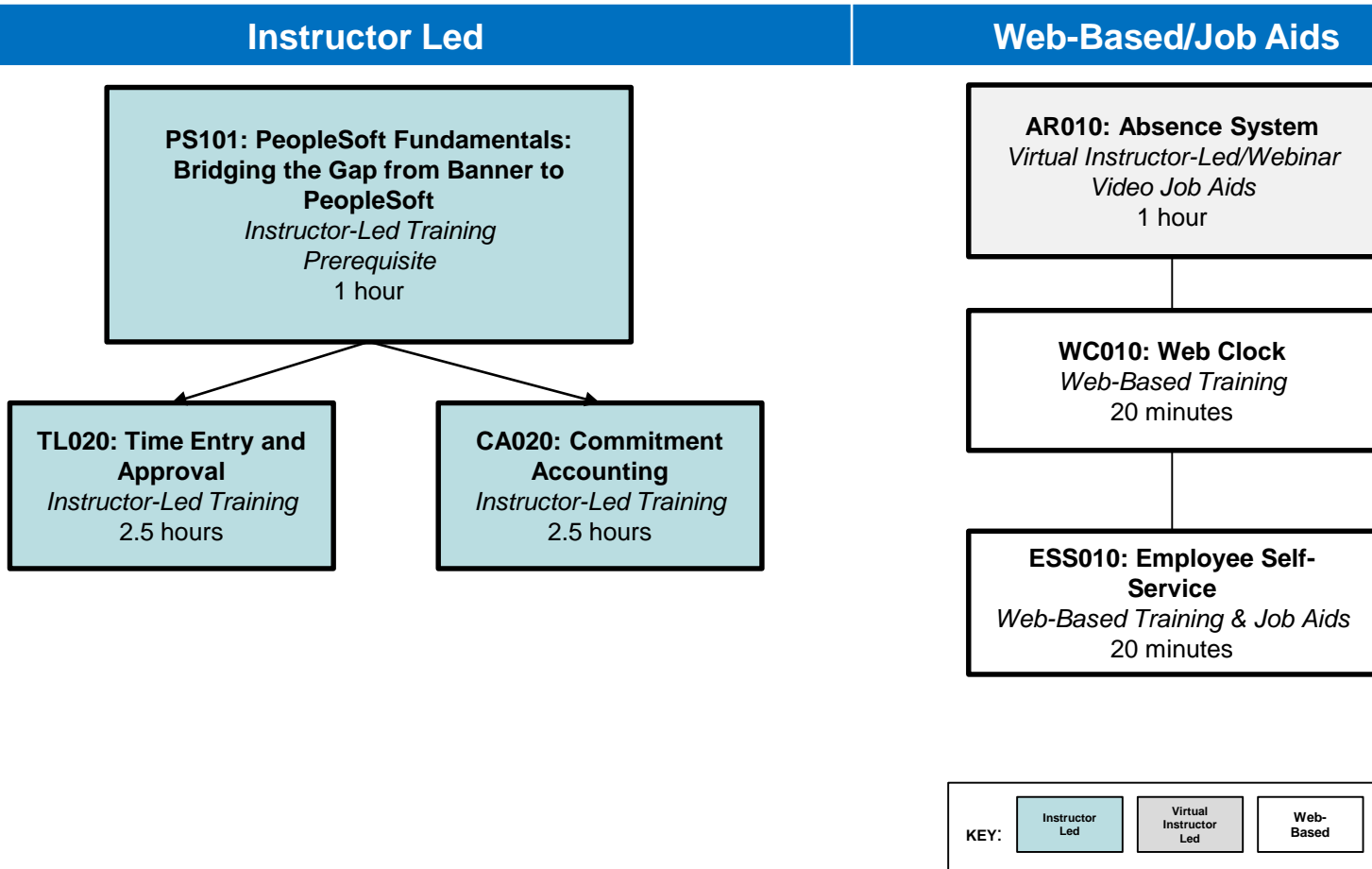
Testing Strategy

The HR/Payroll Banner Migration effort will be thoroughly tested using a phased sequence of activities that will drive toward the critical success factor of **Payroll Accuracy** after migration.



Training for all testing participants

Course Pathway



Training Update



Business Unit Training

- ✓ Aug 8
- ✓ Aug 10
- ✓ Aug 15
- Aug 17
- Aug 22
- Aug 29
- Sept 8 (UCHC)

Additional dates in Sept. as needed



Other

- Office Hours
- Webex: Absence Reporting
- Web Tutorials: Web Clock, Employee Self Service

What to Expect Next

What kind of support will I receive after training?

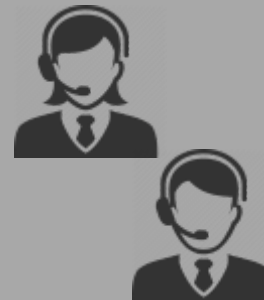


Office Hours
& Open Work
Sessions



Email Communications

- ✓ Post-Training Tips
- ✓ Cornerstone Newsletter
- ✓ Other Milestones, important news, etc.



Post Go-Live Support

- ✓ Help Desk
- ✓ War Room
- ✓ Video Tutorials
- ✓ Office Hours
- ✓ Training

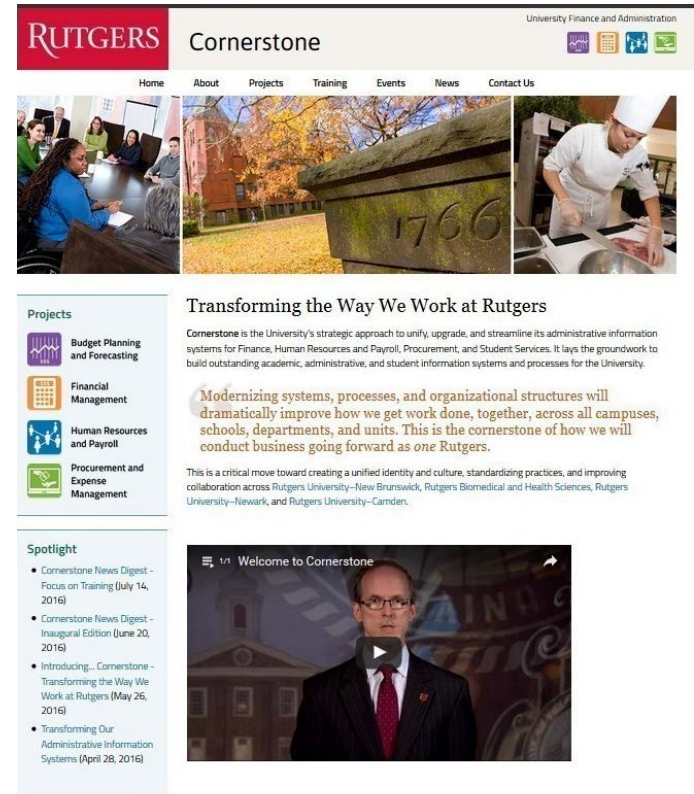
Business Readiness – Cutoff Schedule

HCM Blog: <http://hcmblog.rutgers.edu/index.php/2016/07/14/migration-countdown-has-begun>

As of Date	System	Activity	Activity Date Cutoffs
9/1/2016	Banner & PeopleSoft		Accelerated Payrolls begin
9/14/2016	Banner		BANNER Centralized Personal Data Input Cutoff Date
9/14/2016	PeopleSoft		PeopleSoft Request Submission Cutoff Date
9/23/2016	Banner	Self-Service	BANNER Self-service Updates
9/30/2016	Banner	Self-Service	BANNER Self-service Review
10/1/2016	Banner & PeopleSoft		Both BANNER and PeopleSoft Systems will be Offline
10/8/2016	PeopleSoft		The PeopleSoft System will return to Online Status

How You Can Be Involved

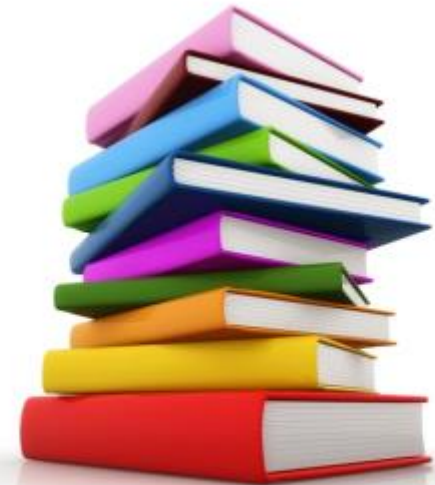
- **Stay Connected**
 - Cornerstone Website
 - Roadshows
 - Newsletters
 - Treasurer's Town Hall
- **Send questions, suggestions and feedback to: cornerstone@rutgers.edu**
- **Reach out to a Business Advisory or School/ Unit Representative Group member**
 - Visit Cornerstone for contacts



cornerstone.rutgers.edu

Additional Resources

- **RIAS Website and Learning Resources**
 - <http://rias.rutgers.edu>
- **My Rutgers Portal**
 - <http://my.rutgers.edu>
- **Rutgers Payroll Services Website**
 - <http://payroll.rutgers.edu>
- **Rutgers University Human Resources (UHR) Website**
 - <http://uhr.rutgers.edu>
- **UHR Website – HR Definitions**
 - <http://uhr.rutgers.edu/glossary>
- **HCM Blog Website**
 - <http://hcmblog.rutgers.edu>
- **Cornerstone Projects Website**
 - <http://cornerstone.rutgers.edu>





If you have any questions or feedback, please send to
cornerstone@rutgers.edu