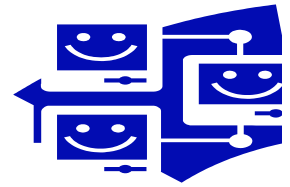


# Project HU LEADS

Leading Edge Administrative and Data Systems



## HR & Financials Implementation Project Newsletter

April 25, 2006 Vol. 3 Issue 4

### Project Status Update

#### Thank You Time Keepers!

Phil Martin and his fantastic payroll team extend a sincere thank you once again for your participation in a PeopleSoft payroll parallel. The results are still being tabulated, however, we do know that we had greater participation than in the past. We are still working to make sure that you have all the right people on your lists for which you enter time. And we also need to have all those Approvers on board as well. We will continue to keep you posted about our progress and will invite you to participate again in the next parallel. (Date to be determined). We must repeat the parallels until we get all the "ad hoc" processes we now use in Payroll into a systematic process that serves our employees well, and is at the same time an improved, streamlined and accurate system.

Get recognized in a future edition of the HU LEADS newsletter for your participation in the parallel. This month we salute Romaine Peace of the College of Engineering for her entry of all department employees and management of the approval process as well. Ms. Peace initiated a meeting in her department to assist all of the timekeepers in participating in the parallel test. Thank you Romaine!


### Milestones Met!

<b>Primary Functional Team</b>	
Training	9/1/05
Unit Testing	9/1/05
Application Messaging	9/7/05
Integration Testing	9/13/05
HEAT Help Desk	11/1/05
<b>Software Installed</b>	
Tools Upgrade	11/23/05
Finance Upgrade to 8.8 SP1	11/23/05
2 <sup>nd</sup> Parallel Test	12/12/05
HF/FIN Upgrades	2/1/06
3 <sup>rd</sup> Parallel Time	3/31/06
Entry complete	
Communications	4/12/06
Advisory Team Formed	



Romaine Peace, CEACS, receives Certificate of Appreciation for her participation in the April 2006 parallel test from Ade Uiyoshioria.

#### Business Process Changes with PeopleSoft (PS) Continued!

Our last issue presented a business process flow diagram for the Request to Fill Process. The business process featured in this issue is the **Process to Post Faculty Positions**. Once a position has been approved for appointment by the appropriate departmental authority, the department identifies the precise information necessary for HR to follow in posting the position. The detailed steps and a flow diagram are presented on the following page. 



#### Of Special Interest:

- Thank You Time Keepers
- Communications Advisory Team Meets May 10 3:00 pm
- Community Forum Self-Service May 23

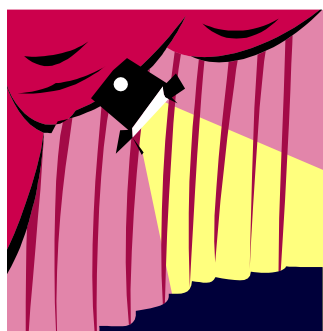
#### HU LEADS Online!

Access the HU Leads

Website at

[www.howard.edu/huleads](http://www.howard.edu/huleads)

## How to Post a Faculty Position



*In the Next Issue:*

**Finance Features**  
**Personnel Recommendation Process**

### Glossary of Terms

#### Budget Check:

The process of ensuring that a pending expenditure is covered by budgeted funds

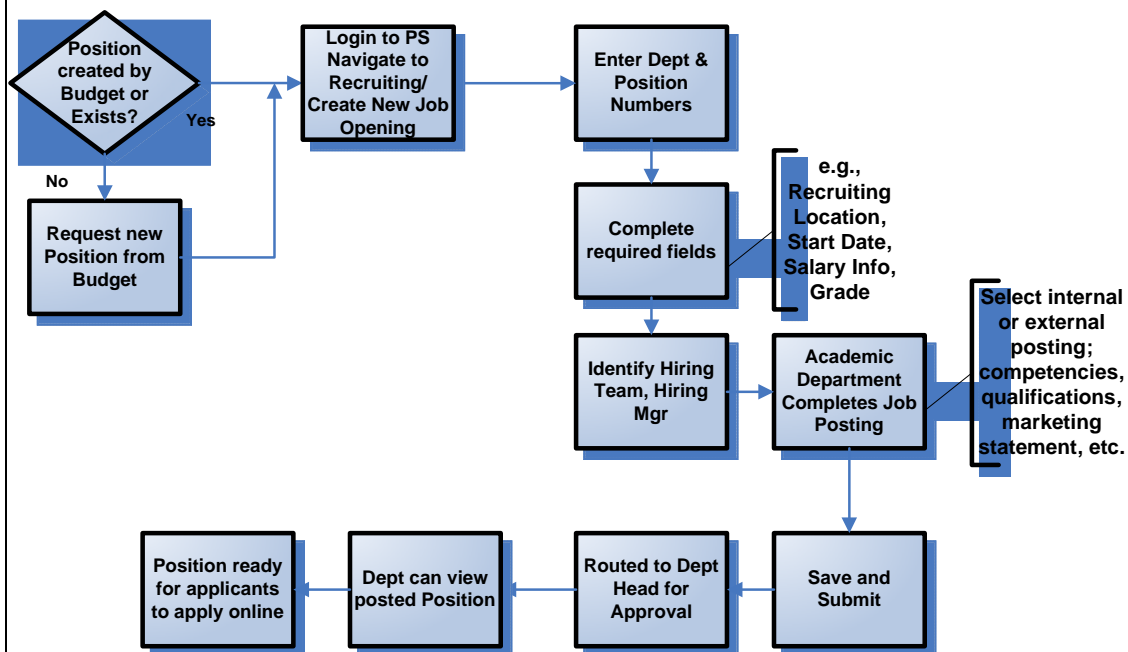
#### Drill Down:

To move from the general to the specific. By “drilling down” you can examine the data underlying any summarized form of information in your PeopleSoft system.

**Project Team Office**  
 510 College Street  
 Washington, DC 20059

**Phone:**  
 (202) 806-7171

**E-mail:**  
 pstrn@howard.edu



1. Be sure that the Position has already been approved by the Budget Office.
2. Once approved, the department can proceed to request to fill the position.
3. Knowing the PS Position #, login to the PS HR application and navigate on the Menu bar to: Recruiting > Create New Job Opening.
4. Enter your Department # and the Position # and the screen will appear for you to complete fields related to the position you wish to fill.
5. **Academic Departments complete the Job Posting section.** HR completes these fields for administrative positions.
6. Select the visibility: internal, external or both
7. Select among the various Description types such as competencies, marketing statement, qualifications, etc. and the corresponding descriptions will be populated.
8. When you have completed all the Posting information, *Save and Submit*.
9. The Request to Fill will be routed to the Department for approval.
10. Once the Request to Fill has been approved, HR will advertise the position as you have created it.
11. The Request status can be reviewed during approval and posting phases.
12. After posting, applicants can apply for the position online.

**The Personnel Recommendation process will be described in the next issue of the HU LEADS Project Newsletter.**

### FAQs: Frequently Asked Questions

**Q: Describe what “workflow” means.**

**A:** Workflow in the PeopleSoft application is an automatic process that communicates transaction information to appropriate individuals. For instance, once someone who has permission to request to fill a position has completed the transaction, “workflow” will notify the authorized person in the department that they have a transaction to approve. The authorized department official will receive an notification on their desktop PeopleSoft application “worklist” that they have a transaction to review and act on. Workflow does not “do the work” but rather manages and tracks the flow of work.