

INTRODUCING THE NEW AND IMPROVED

PEOPLESOFT HCM 9.2

Memorial Day Weekend 2015, ITS will upgrade the Human Capital Management application from version 9.0 to version 9.2.

As part of the university's HABIT Program, the PeopleSoft Human Capital Management (HCM) environment will be upgraded to the latest 9.2 version over the upcoming Memorial Day Weekend. The main goals of the HABIT Program are to:

- Upgrade the PeopleSoft HCM application to ensure supportability
- Increase business efficiencies
- Enhance automation
- Decrease and/or replace paper processes
- Replace de-centralized services with efficient centralized services
- Offer new functionality to improve student university services
- Tie to the Accenture Report Out Committees (AROC) opportunities when appropriate

What is the scope of the HCM 9.2 Upgrade?

Area	Scope Definition
Benefits	<ul style="list-style-type: none"> • Improve self-service functionality for life events • Notification to employees of benefits changes • Improve the administration of event sequencing for the administrator
Manager Self Service (MSS)	<ul style="list-style-type: none"> • An at-a-glance view of important information for Managers • Improves efficiency and decreases paperwork
Core HR/Business Automation	<ul style="list-style-type: none"> • Create electronic forms with notifications, workflow and integrate data • Improve the job change process • Integration with Summer Pay addendums (Spring 2016)
Time & Labor/Payroll	<ul style="list-style-type: none"> • Improve the time approval process and reduce the effort it takes • Improve the process of supervisor approval set-up/changes
Student Employment & Graduate Contracting	<ul style="list-style-type: none"> • Streamline hiring and related processes • Create electronic workflows and notifications to students and employers (July 2015)

What does HABIT mean?

HCM
Automation and
Business
Information
Transformation Program

What Now??

The project team encourages you to sign-up and/or access our training materials prior to the HCM 9.2 Upgrade to familiarize yourself with the new environment or features.

For a one-stop-shop for all of your training needs, visit the HCM 9.2 Upgrade training website at the link below!

www.bgsu.edu/habit/training

Who needs training?

Training Area	Audience	Type of Training
Manager Self Service (MSS)	Managers/Supervisors/Delegates	In Person Lab/Video/Documentation
Time & Labor	Managers/Supervisors/Delegates	Video/Documentation
Payroll	Managers/Supervisors/Delegates	Video/Documentation
eBenefits – Life Events	All BGSU Employees	Video/Documentation
Fee Waivers	All BGSU Employees	Documentation
Secure Enterprise Search (SES)	Managers/Supervisors/Delegates	Video/Documentation
eHire	Managers/Supervisors/Delegates	Video/Documentation
Guest Access	All BGSU Employees	Documentation
Security Requests	All BGSU Employees	Documentation

Technology Support Center
 110 Hayes Hall | 419-372-0999
 tsc@bgsu.edu
www.bgsu.edu/its

BGSU | **Information**
 Technology Services
BOWLING GREEN STATE UNIVERSITY