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VOYAGER NEWSLETTER

Staying the Course

Welcome to the February edition of VOYAGER—your leadership resource for Project Drive!
We hope this finds you excited for the launch of Oracle HR next month. Please note that Change Ambassadors and Human Resource Business Partners will continue to provide personalized support for their assigned teams and can address questions or concerns you may have as we approach the launch. You can find the list of Change Ambassadors **here**.

We'll kick off our newsletter with a look at recent activities (including an important Cutover reminder) and project accomplishments, then a recap of the Oracle Cloud HCM modules going live in the new system next month. You'll also meet one of our Change Ambassadors working hard to champion the changes in HR technology and process coming to USF. **Look out for weekly ACCELERATE emails coming your way as they contain time-sensitive details and action items to better prepare you and your teams for system launch.**

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State of the Project

Prepare for the March 13 Cutover

The transition from GEMS to Oracle HR is moving swiftly. **As we undergo Cutover, it is important to stay informed and take necessary actions to ensure a smooth transition.** Here is what you need to know.

What's happening?

On March 13, the Absence Management (Leave) function in GEMS, as well as the Payroll/Time & Labor system, will become limited. This is part of the transition to Oracle HR. Benefits, Compensation, Core HR, Employee Learning, Talent Management and Recruiting modules are currently limited.

Key dates and action items

Absence Management

- **Employee Action:** Enter time off requests for dates before March 13 into GEMS by 5 PM EST on March 13. This **excludes** dates from March 14 onward. Ensure that supervisor approval is secured for leave during this period. For leave dates from March 14-23, please wait until March 24 to enter them in Oracle HR.

- **Manager Action:** Ensure that time off requests submitted by your team in GEMS are approved as soon as possible and no later than 5 PM EST on March 13. Additionally, remind employees to enter their leave for the period of March 14-24 in Oracle HR on March 24. It is important that Line Managers approve these leave requests in Oracle HR as soon as possible when they can access the system on March 24.

Time & Labor

- **Employee Action:** Non-exempt employees (Staff, OPS Hourly) should start using Web Clock at 6 AM EST on March 14 in Oracle HR via MyUSF or the mobile app, provided their departments approve mobile app usage. If any employee starts earlier than 6 AM EST on

March 14, they will need to punch in at 6 AM EST and submit a change request for the appropriate start time.

- **Manager Action:** No action is required from Line Managers for Time & Labor until March 24. When Line Managers receive access to Oracle HR on March 24, they should review and approve any request changes and time submitted by their team for the pay period of March 14-27. Line Managers can partner with their respective Human Resources Business Partner (HRBP) for support as needed.

Payroll

- **Employee Action:** Direct deposit changes can be entered into GEMS until no later than 5 PM EST on March 13 for paychecks dated March 21. Access to ADP will be available on March 14 for employees to access their W2 and pay statements.
- **Manager Action:** No action is required from Line Managers for Payroll.

Recent activities

Project Drive teammates are completing User Acceptance Testing (UAT) by performing tasks in Oracle HR using USF's real-world scenarios. A friendly reminder: USF employees are executing test scripts of these day-to-day business processes they'll conduct upon Go-Live. During UAT, Oracle is resolving any defects as needed.

As mentioned earlier, we are now in Cutover, our official transition from GEMS to Oracle HR. During this period, while there will still be limited functionality of GEMS for USF business continuity, select business functions will become limited in our current system as we will migrate them to Oracle HR for a smoother transition and to minimize disruptions.

In addition, Payroll Parallel Testing is nearly complete. The team is currently analyzing the third run of corresponding payroll transactions completed in USF's payroll system and in the new Cloud Payroll system (using the same inputs, for identical pay periods). End user enablement continues to help ready USF employees for Oracle HR, with Change Ambassadors attending training sessions that are contributing to a highly informed culture around our transformation.

If you haven't yet, please register for a Lunch and Learn session <u>here</u> to expand your knowledge of Oracle Cloud HCM modules going live next month. These sessions take place in a relaxed, lunchtime setting. You can also complete self-paced training and watch recordings of instructor-led sessions **<u>here</u>** to ensure you are ready when Oracle HR goes live.

February key accomplishments

- Completed three runs of Playback 3
- Confirmed the status of over 80% of UAT test scripts as "passed"
- Shared 'Live in Five' Cutover and Go-Live Communication Plan with clients
- Delivered **Monthly Talking Points** for various audiences at USF
- Delivered **MOMENTUM**, the USF HR Practitioner Newsletter
- Delivered **VOYAGER**, the USF All Leadership Newsletter
- Delivered **ACCELERATE**, the USF Employee Newsletter
- Delivered the **Change Ambassador Network** meeting on Feb. 26

Putting You in the Driver's Seat

Oracle HR – module showcase

As we approach Go-Live next month, we hope you're excited about all the ways Oracle HR will benefit USF! No matter your role at USF, our new Oracle Cloud HCM system will elevate how you work—so you can focus on USF employees and student success.
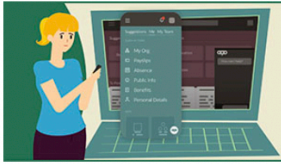
Our employees will have a more intuitive and digitally-enabled working experience, with access to the type of technology many are accustomed to in their daily lives.
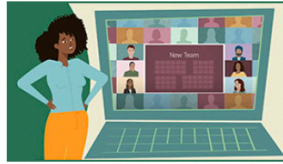
Our managers and HR Partners will have the space to effectively manage their teams, build enduring capability, inspire others and create an environment where leaders of tomorrow can develop and thrive.

Our leaders will be able to make more informed, data-driven decisions about their business and the people within it.

Our HR Community will deliver greater value, improved services and employee support as we continuously evolve and as a result, provide more fulfilling careers.

Dive deeper into how USF is making HR simpler and easier for everyone by exploring the following Oracle Cloud modules going live in Oracle HR:

Absence Management   **Benefits**   **Compensation**

Core HR   **Learning**   **Payroll**

Performance Management   **Recruiting & Onboarding**   **Time & Labor**

Absence Management

High Impact — Standardized Absence Processes

Current: USF doesn't have a standardized system for approving absences. Absence requests are typically routed and approved manually.

Future: The new Oracle Cloud HCM system will streamline the absence approval process by creating the same approval and routing process for all absence requests across USF and make

them retrievable in one easy-to-access platform. All employees will use self-service to access Absence Management, where they can see absence plan balances and request time off.

Benefits: This setup will enhance transparency, reduce manual processes, and establish a clear and consistent chain of responsibility for absence approvals.

Click here to learn more about the benefits of Oracle's Absence Management module and how it will simplify compensation processes at USF.

Benefits

High Impact — Single and Convenient Source for Enrollment

Current: Employees use People First, Florida Retirement System (FRS), and other sites to complete benefits enrollment.

Future: In Oracle, employees will be able to access a single place to review a personalized selection of benefits based on their eligibility.

Benefits: Benefits managers and other HR partners will have a streamlined, single point of access for all benefit details throughout USF to aid real-time decision-making and budget planning and execution—while employees can enjoy a more intuitive user experience and ease in accessing their benefits.

Click here to learn more about the benefits of Oracle's Compensation module and how it will simplify compensation processes at USF.

Compensation

High Impact — Automated Workforce Compensation Hierarchy

Current: USF uses an Excel spreadsheet for its Annual Salary Review and Executive Bonus processes, with line managers having access under certain restrictions.

Future: In Oracle, line managers across USF will be able to allocate components within each Workforce Rewards Plan through automated processes.

Benefits: Automation will reduce time and effort and minimize the risk of errors. Line managers will have more real-time workforce data for agile and informed decision-making around review and bonus processes.

Click here to learn more about the benefits of Oracle's Compensation module and how it will simplify compensation processes at USF.

Core HR

High Impact — Expanded Position Management Capabilities

Current: USF maintains positions on PeopleSoft and requires several processes to maintain and update positions, which are limited to Faculty, Staff, and Admin options only.

Future: In Oracle Cloud HCM, position hierarchy will be based on parent positions, which could add up to 8000 more positions to the new system.

Benefits: This will provide a complete picture of the USF organization from a single hierarchical view, allowing our HR partners to make the best decisions for the business in real time.

Click here to learn how the Oracle Core HR module and how it standardizes and streamlines day-to-day manager tasks.

Learning

High Impact — Automated Compliance Training

Current: All notifications around mandatory and suggested training are sent manually, with data around training accessed across different systems.

Future: Oracle Learning features automated compliance training (including automatic notifications and ability to create assignment rules governing expiration and renewal)—enabling the Talent & Delivery team to focus on qualitative data from a single source while saving time on creating compliance reports.

Benefits: By automating compliance training and notifications, managers can spend more of their time on strategic efforts—while employees can get the training they need, when they need it, more easily.

[Click here](#) to learn how the Oracle Learning module's simple, time-saving features will improve our day-to-day HR processes pertaining to learning/compliance.

Payroll

High Impact — Automated Payroll Costing

Current: USF uses a department default account to manually address and fix payroll issues, which can lead to errors.

Future: USF will have a suspense account that is fully automated and set up at a global level, eliminating department-level maintenance and resolving payroll issues in real time to ensure accurate pay for employees.

Benefits: Automating payroll processes can help reduce errors that can be costly and time-consuming to fix—freeing up time for USF Payroll to focus on achieving the university's long-term strategic goals.

[Click here](#) to learn how the Oracle Payroll module provides efficient, compliant payroll processing at scale.

Performance Management

High Impact — Anytime, anywhere integrated employee feedback

Current: Employees provide feedback and capture it using Bing AI.

Future: Employees will be able to use Oracle's built-in AI features to help create performance reviews—and will be able to provide 360 performance review feedback anytime, from any device, feedback that is incorporated across Oracle Cloud HCM system modules.

Benefits: A culture of continuous feedback creates a more agile, responsive workforce at USF, which better equips us to meet and exceed the evolving needs of our employees and students.

Click here to learn how the Oracle Talent Management module (including the Performance Management sub-module) can help you manage every stage of the talent lifecycle, and employee performance, in one place.

Recruiting & Onboarding

High Impact — Single Onboarding Journey for New Hires

Current: The onboarding process at USF involves sending candidates a PDF with instructions to complete, after which they log in to receive a NetID. This process is manual and requires multiple steps, which can lead to delays and confusion.

Future: USF will use a single onboarding journey within the Oracle Onboarding module for all new employees (tasks may vary for faculty and USF Health hires).

Benefits: This simplified journey makes it easier for new employees to navigate onboarding, helps HR to manage and ensure the tasks are directed to the appropriate person/department, and provides a more efficient and clear overall process. This will improve new hire tracking and ensure they complete necessary tasks on time.

Click here to learn more about the benefits of Oracle Recruiting and how it simplifies the hiring process.

Time & Labor

High Impact — Centralized, Seamlessly-Shared Time Entry

Current: USF employees record their time manually using paperwork.

Future: Employees will submit timecards via online change requests using the Web Clock feature and even their mobile device, all within Oracle Time & Labor. Select users can define custom timecard fields for reporting or interfacing time data with Oracle Payroll, Absence Management, Projects, other Oracle Cloud modules, and third-party or financial systems.

Benefits: Oracle's Time & Labor module will help reduce payroll leakage while minimizing payout for time, labor and pay errors, defaults, rules, stacking and gaming.

Click here to learn more about the benefits of Oracle's Time & Labor module and how it centralizes time and attendance operations while making them more secure and reliable.

Meet the Change Ambassadors

The Change Ambassadors are a select group of individuals throughout USF who cascade Project Drive updates, system benefits and other important details. They've been instrumental in keeping USF employees informed along our journey. Get to know Flor Brown and her insights around Oracle Cloud HCM training.

Flor Brown

Human Resource Business Partner II

" Completing the Oracle training modules has been a real eye-opener. It's incredibly exciting to see USF making strides in the right direction

Pit Crew: Project Drive Contacts

If you have an Oracle HR question or suggestion, please contact **HR-Help@usf.edu** or submit a ticket through the **HR Help Center**.

Change Management:

- **Taryn Williams | Change Management Lead | tarynwilliams@usf.edu**
- **Clarence Moore | Change Management Consultant | clarencemoore@usf.edu**

This newsletter was brought to you by the **Project Drive Change Management team**.