

Footpaths

ConnectND & Famis Addendum

Volume 4, Number 4

December 2004

\$\$\$\$ PAYROLL TIMELINES \$\$\$\$

Your assistance is needed in order for all workers to get paychecks. As you know this month is busy with holidays and the GO-LIVE date of PeopleSoft (or commonly called ConnectND). *Please keep your paperwork moving.*

TWO IMPORTANT DATES TO KEEP IN MIND:

- 1. December 15th Payroll.** Please bring all timecards and timesheets to me by **9:00 a.m. on Thursday, December 16th.** Earlier, if possible, will work too! If one of the workers is away and cannot sign the timesheet, please turn it in anyway. As you are aware, payroll will be processed through PeopleSoft effective January 2005, and the Payroll office needs to prepare for the conversion. Timesheets turned in late **WILL NOT** be processed until the following pay date of January 15, 2005 and will result in workers not receiving a paycheck on December 31st.
- 2. December 21st for Month-End/Mainframe Freeze.** I will need all daily cards by 9:00 a.m. on Tuesday, December 21st for Trades, Custodial and Students to include all business up to and including December 20th for month-end. This date is also very crucial to do the ConnectND conversion.

Thanks for your help!!

...Billie Gaddie...

MORE DATES TO KNOW ABOUT:

- December 15.** All notices of Appointments, Revisions, and Terminations due for the December 31, 2004 pay day.
- December 16.** All Timesheets have to be turned into Billie so she can get them to the Payroll Office for the December 1-15 pay period.
- December 16.** RFPs, IDBs need to be to Accounting Services.
- December 17.** Final date to turn in FlexComp vouchers prior to the Freeze.
- December 17.** Budget transfers and new position requests are due in the Budget Office.
- December 22.** Deposits made to the Business Office after today will be receipted January 5, 2005.

...Patti Schmidt...Karen Myerchin...Gracie Dahl...

SUPPLY ROOM INFO:

To save time when getting material from the Supply Room you should have the following on top of the requested parts list you hand them: JOB #, NAID #, TRADE, WORK CODE. If you know that you are going to need a lot of parts for the next day (or even during Christmas break) or after lunch, give them the list ASAP and they can start pulling the materials for you. Also if you know the part number, it is helpful.

During the Freeze: You can still get SOS numbers and use the VISA purchasing card.

If a PO is needed after January 5th, these will be processed in PeopleSoft. We will no longer be able to get a PO number immediately, so plan accordingly as it may take up to a day to get a PO in PeopleSoft.

...Tim Cameron...Laura Thoreson...

Walnut Room (215 by the lunchroom).

This room is equipped with computers for Famis demonstrations. A projector and laptop computer can also be checked out from Gracie.

UND UNIVERSITY OF NORTH DAKOTA

Footpaths published by The Facilities Department

Grace Dahl, Editor (777-4137)

E-mail: gracedahl@mail.und.nodak.edu

Newsletter Committee: Grace Dahl, Deb Merrill,

Patti Schmidt, Janice Troitte, Pam Zimbelman

Other contributors: Laura Thoreson, Karen Myerchin,

Billie Gaddie, Tim Cameron.

Footpaths is on the web at www.facilities.und.nodak.edu/



Now Hear This.....

What Does the Legacy Freeze Mean for you?

The Freeze: December 23 - January 4

This is the time during which the interface from Legacy to PeopleSoft will take place. This means that business on campus will be limited during this time. Basically any financial processing will be halted. However, we can still do much of the normal business, the financial processing will only be delayed.

Due to the PeopleSoft conversion, the UCICSB (Legacy) system will be unavailable for financial transactions from **December 23, 2004 through January 4, 2005**. There will only be limited inquiry features during this period. We will however still be able to create projects, charge material and post labor transactions. In preparation for this freeze, we are asking your assistance in meeting the deadlines outlined in this newsletter.

During The Freeze (12/23/04-1/4/05):

- 1) No **FlexComp** Vouchers will be processed or FlexComp checks distributed. (Get them in by the 17th of December to make sure you will be able to get the check). You will have 60 days (not the usual 90 days) into 2005 to get 2004 FlexComp.
- 2) No new Direct Deposit requests will be processed
- 3) No manual checks will be processed
- 4) No new payroll deductions or tax-sheltered annuities will be accepted or processed
- 5) No payroll corrections will be processed
- 6) Job billing will be processed December 21st
- 7) A new Fund number cannot be added during the freeze.
- 8) Cannot get Legacy (HECN) Purchase Orders during the freeze.
- 9) December 16 to January 5 you will be able to get SOS numbers and use the Visa purchasing card.

Access in PeopleSoft:

Each module has its own access; staff will have a separate log-in and password for each module to which they have access.

For now, access in PeopleSoft is based upon current access in Legacy and job responsibilities. After a module "goes live" we can evaluate whether that access is necessary or needed.

New Terminology

PeopleSoft terminology will be available on the Connect "U" ND website. Here are samples of the terms that you will find:

Account – Similar to the transaction classification code (TCC) in Legacy. The code is used to classify the transaction.

Business Unit – UND01 (Main campus)

Decentralization – Data entry is done outside of the central office. Departments will input directly into PeopleSoft eliminating paper forms.

Centralization – data entry is done in the central office. Departments continue to submit paper forms.

Employee ID & Student ID – referred to as "EMPL ID: 7 digits in length. Similar to NAID # in Legacy.

Vendor ID – Used to identify vendors: 10 digits in length. Similar to NAID # in Legacy.

Voucher ID – Voucher reference number.

Voucher – Similar to a request for payment in Legacy.

Travel Expense Voucher – Processed the same as a voucher in PeopleSoft, but will continue to be called a Travel Expense Voucher.

Journal Voucher – used to make corrections in Accounts payable. Example: Correct fund # or account # on a voucher which has already been paid.

Hyperlink – Ability to click on anything underlined and view additional information.

Legacy = Current Computer Program or also known as HECN, Hummingbird, and UCICSB

ConnectND = PeopleSoft

Famis = Facilities Management Software

Chartfields = Chart of Accounts

z...Deb Merrill...

UND ID Badges

There has been a delay in receiving our new IDs. We will pass information along as we get it.

Patti will still be doing the Facilities Employee ID badges until the new badges are available.

Even the Post Office is effected:

Mail that is leaving the Campus that needs postage will be required to have a bar code with the correct new account number on the envelope as of Monday, December 13. Please process that mail through Gracie or ask for a sheet of labels with the correct bar code on it.