

June 5, 2007



MEMORANDUM

TO: Deans, Chairs, Vice Presidents, and Directors
HRPartners

CC: DCATS
HCM Upgrade Team

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Implementation of Human Capital Management (HCM) 8.9
(OHR 2007-025)

A month from today, *July 5, 2007*, Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will "go live" at the Health Science Center. This new software together with enhanced, streamlined business processes will significantly upgrade the administrative capabilities of the campus in the human resources, payroll, and budget functional areas. The implementation of HCM has been carefully planned. This memorandum is to provide you with important information regarding your responsibilities as an institutional administrator with respect to preparation for that implementation.

Training

A number of training initiatives are underway to assure that all departmental personnel who will be working in HCM have the necessary and proper training. This training is imperative for the successful utilization of HCM. **Only those individuals who are identified by their ACE and have attended the HCM training class will be permitted to access the system.** Please visit the

Knowledge Centre (<https://kc.uthscsa.edu>) or email DCATS (dcats@uthscsa.edu) for course information and questions about HCM training.

Guidance Memoranda

Information concerning specific administrative processing aspects of HCM will be made available through a series of guidance memoranda that will be distributed during June. These guidance memoranda will provide in-depth knowledge concerning several key areas, including:

- Position Create/Modify (PCM) Form
- Hiring of Employees
- Person Model
- Reporting Relationship Feature
- Lump Sum Vacation Processing
- Employee Self Service
- Transition Logistics for HCM

Training coupled with the memoranda will provide the necessary capability for your department to successfully participate in the implementation process. Please contact me should you have any questions. Thank you.