



June 21, 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 Employee Self Service (ESS)
(OHR 2007-031)

Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will include an employee self-service (ESS) feature.

Current Procedures:

1. The current process does not allow an employee to view his or her current biographical information. Changes to biographical information are routinely accomplished once a year through the Employee Biographical Document (BioDoc) process. The BioDoc contains the employee's biographical information as stored in HRMS, the current administrative software system. The employee must review and submit changes through his or her department to the Office of Human Resources (OHR) for data entry into HRMS. Any other changes must be initiated by the employee through a visit to the Office of Human Resources.
2. An earnings statement is sent as a paper item to each employee every month irrespective of whether or not the employee has elected direct deposit.
3. An employee may view his or her insurance benefits only through accessing external data bases administered by the UT System.

Procedures after Implementation on July 5, 2007: Through ESS an employee will be able to:

1. View or print earnings statements (pay advices).
2. View and update personal information on a 24 hour per day, seven day a week basis (24/7), from any computer with internet access.
3. Be assured of changes through electronic mail message communication and verification to his or her department, affected administrative departments, and the employee.

In preparation for ESS a number of orientation sessions for employees are being held on campus. Additionally, departmental administrators have been briefed on assisting their employees in the use of ESS. A laminated badge-sized information card will be provided to each employee for ready reference. In order for employees to access ESS, they must have access to the campus network (domain). Accordingly, each active Health Science Center employee will receive a network account no later than July 5. After July 5, all new employees will automatically be assigned a domain account as part of the onboarding process.

Advantages of Change: There are advantages to both departments and to individual employees that result from the implementation of Employee Self Service.

1. The responsibility to assure accurate employee information is shifted from the department and OHR to each individual employee.
2. Employees will have 24/7 access to view and make changes to their personal information in HCM.
3. Employees will have access to view their current and past paycheck advices, group insurance coverages, retirement program participation, and any voluntary UTSaver participation, in addition to other personal information.
4. Employee Self Service will result in improvement to the timing of changes and will provide greater data integrity.

Departmental Challenges: The implementation of Employee Self Service for the first time will result in some challenges to departments.

1. Each department will be responsible for distributing user names and temporary passwords to those employees who do not currently have domain accounts. This information will be provided to department administrators prior to July 5. It is important to note that temporary passwords must be reset because they expire within 14 days.

2. Each department will be responsible for helping those employees who might require assistance in using the Employee Self Service features. It is possible that a departmental representative may have to assist an employee without computer experience, log on to the internet, navigate to Employee Self Service, and assist in helping the employee become comfortable using the computer and accessing the self service feature. NOTE: UPK (Universal Productivity Kit training tool) will be available 24/7 for self-tutorials.

Implementation: Employee Self Service will be available when HCM goes live in July. The August pay date will be the final time that printed earnings statements will be distributed to employees. Thereafter, employees will have access to earnings statements through Employee Self Service.

Questions: Please contact OHR at 567-2600 should you have any questions.
Thank you.

OHR 2007-031