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MOMENTUM
Connecting HR Partners to Project Drive

Staying the Course

Welcome back to another edition of **MOMENTUM: Connecting HR Partners to Project Drive**! This month, we will review project status, recent accomplishments, and how the Oracle HCM Cloud Compensation module will standardize and automate how we attract, retain and reward USF employees. We will also get to know Katrina Leffers, a Change Ambassador on Project Drive, and how she's embracing her role in creating a seamless transition to the cloud.

We Want to Hear from You!

Share any questions, concerns, or feedback with the Project Drive team **here**!

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Project Drive Road Map

IN PROGRESS ACTIVITIES

PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING

- ✓ Complete and Approve Remaining KDD
- ✓ Build Environment for Employee Life Cycle Demo
- ✓ Hold Employee Life Cycle Demo to Show E2E HR Processes As They Will Transact in the System
- ✓ Conduct PP2 with ~50% of Converted Data
- ✓ Conduct E2E with ~95% of Converted Data

06 Oracle Guided Learning Guides in Progress

UPCOMING ACTIVITIES

USER ACCEPTANCE TESTING (UAT) / TRAINING

01 Prepare UAT

02 Conduct UAT with 100% of Converted Data

03 End User Training

04 Detailed Production Cutover Checklist

05 Finalize Production Support Plan & Help Desk Protocol

06 Cutover Plan and Go-Live Readiness Checklist Review

Recent activities

Congratulations to the Project Drive team for completing the End-to-End (E2E) project phase! USF took the lead role in testing whether business processes were functioning as designed across Oracle Cloud HCM modules (without losing data integrity), with Oracle providing support.

USF participants involved in testing were eager to share their experiences:

"Rolling out the new Performance Evaluation process, along with the training and resources on the website, was so necessary. It was cool to see everything come together for the Performance Management demonstration in Oracle Cloud. This will be a huge and much-needed improvement in the way we evaluate and hold our employees and their supervisors accountable. Looking forward to using Oracle for our quarterly check-ins and next year's

reviews!" — **Wendy Stoneman-Shelby, USF Executive Human Resources Business Partner**

"The ability to record work hours and have a seamless workflow from employee to supervisor to Payroll Services will eliminate processing lag and data entry errors." — **Quentin Miller, USF Payroll Manager**

Together, the team executed test scripts of everyday transactions across several modules and captured defects in Jira (the project management tool used on Project Drive) to be reviewed, confirmed, prioritized, and resolved. **This incredible progress has enabled the team to build an environment ready for User Acceptance Testing (UAT), a series of testing sessions from the end-user perspective to ensure the system works as expected.** We will enlist USF employees to test the system during UAT to "kick the tires" and validate real-world business activities.

Meanwhile, **the Change Management team is preparing to launch the Change Readiness Survey** to capture what USF staff and faculty know about Project Drive, including the benefits of moving our HR processes to Oracle Cloud and how their day-to-day processes will change.

Completion of this survey is critical in shaping how our USF change management and project teams:

- understand what's required for USF to support end users after the system goes live,
- identify high-priority items needed from leadership to support a successful Oracle Cloud launch, and
- analyze risks and issues to address before deployment.

This month's key accomplishments

- Completed the E2E project phase

- Completed 95% of total data conversion within this prototype

- Built out UAT environment

- Showcased the Oracle Cloud HCM modules completed during E2E: Recruiting, Goal Management, Onboarding, Performance Management, Learning

Upcoming Change Management activities

- Deliver **Monthly Talking Points** for various audiences at USF

- Deliver **MOMENTUM**, the USF HR Practitioner Newsletter

- Advise on content for the September issue of **ACCELERATE**, the USF Employee Newsletter

- Validate change impacts captured during E2E Testing

- Continue to develop the **Change Impact Executive Summary**

- Confirm **Change Readiness Survey** send date

- Present the **End User Enablement (Training) Plan**

- Conducted the August **Change Ambassador Network** meeting on August 28

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Putting You in the Driver's Seat

People are at the heart of everything we do in HR, so it's critical we innovate the way we attract, retain and reward our employees while remaining compliant and consistent with how we compensate them. **The Oracle Cloud HCM Compensation module will streamline and standardize budgeting and compensation processes by providing real-time data to create and model compensation plans based on unique roles and requirements centralized in one place.** Read on to learn how this module will enhance specific processes at USF.

High Impact — Native Pay Grade Step Progression

Current: The current system does not offer automatic pay increases for union employees, including police officers.

Future: The Oracle Cloud Compensation module will feature automatic pay grade step progression, providing pay increases based on grades and guidelines provided by USF.

Benefits: Police officers and other eligible employees will have a transparent view and clear understanding of their salary growth. At the same time, USF HR can build more accurate and consistent budgets and see higher employee engagement.

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.

Action items for HR Partners:

- **Click here** to learn more about the benefits of Oracle's Compensation module and how it will simplify compensation processes at USF.
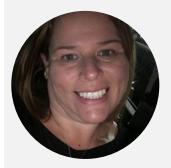
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- Read Angie Sklenka's message: **A Bold New Way to Work, Coming Soon! (Oracle)**
- Visit our **Project Team Training Guide page** for steps on creating an Oracle Learning Explorer account and to access training.

Meet the Change Ambassadors

The Change Ambassadors are a select group of individuals throughout USF who are responsible for cascading Project Drive updates, system benefits and other important details. This month, Katrina Leffers reveals her day-to-day responsibilities as an Ambassador and how she's making the journey to Oracle Cloud smoother for everyone at USF.

Katrina Leffers
USF Unit HR Administrator

"As a Change Ambassador for Research and Innovation, I strive to provide our team with the Project Drive monthly updates and resources to prepare for the transition. I'm excited share the positive impacts and streamlined processes Oracle will bring to all USF employees."

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