

## **MOMENTUM**

Connecting HR Partners to Project Drive



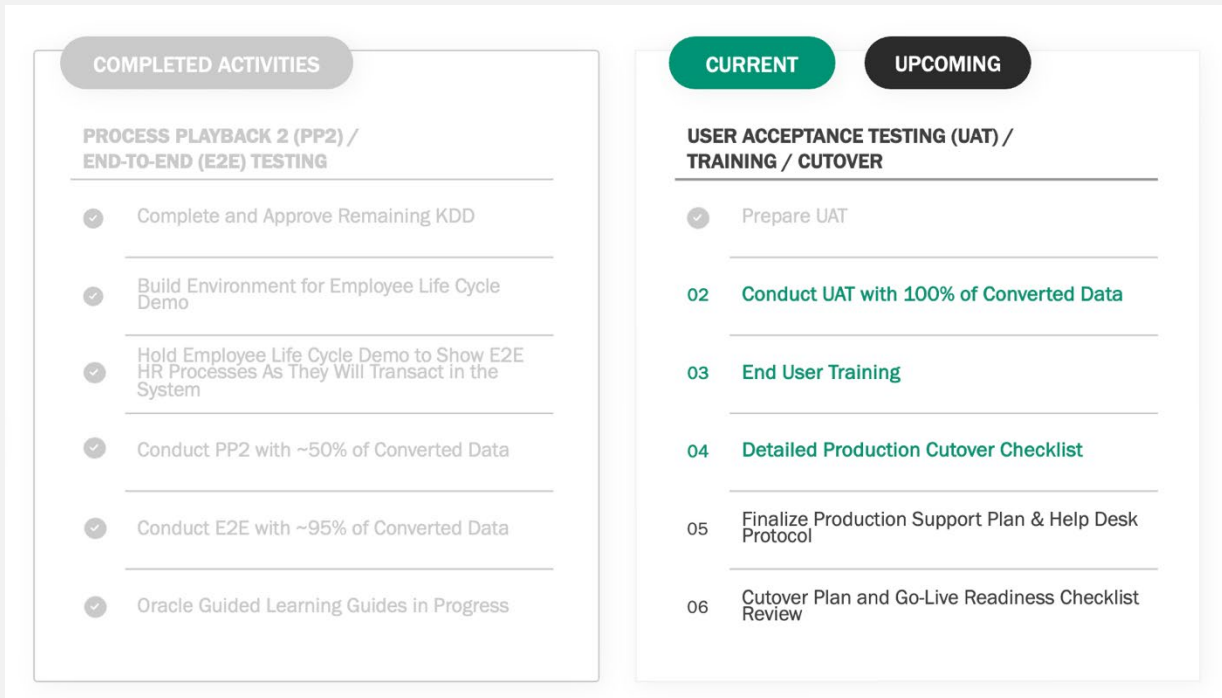
## **Staying the Course**

**Happy New Year, HR Partners! We hope the January edition of MOMENTUM finds you recharged after winter break and ready to bring Project Drive to the finish line.** This newsletter begins with the latest project updates and recent accomplishments, followed by a closer look at key features and benefits of Oracle Recruiting and Onboarding. Keep reading to learn what excites Shirley Boyd about our move to Oracle HR.

## **We Want to Hear from You!**

Share any questions, concerns, or feedback with the Project Drive team [here!](#)

# Project Drive Road Map



## Recent activities

The project team has officially kicked off User Acceptance Testing (UAT)! This testing series is conducted by USF employees, who will validate everyday business processes within the latest prototype of what will soon become Oracle HR—ensuring the system works as intended. USF will execute all testing while Oracle provides testing support and defect resolution as needed.

The team began Payroll Parallel Testing sessions to validate that payroll is accurately calculated by the new Oracle Payroll system before Go-Live. During Payroll Parallel testing, the current payroll system at USF is run, then the new Cloud Payroll system is run for the same periods—with both runs using the same inputs. Oracle Payroll calculation results are then compared to the current USF system's results to verify accuracy and check for errors.



**Stay tuned for additional communications around End User Training and Cutover activities as we approach Go-Live, with details around Cutover below:**

### **What is a cutover?**

A cutover is the process of transitioning from one system to another. During this period, certain functions in the old system (GEMS) will be temporarily unavailable as they are migrated to the new system (Oracle HR). This facilitates a smooth transition and minimizes disruptions.

### **Cutover Times**

Cutover periods may be staggered, with specific functions transitioning at different times. In February, you will receive the first of five weekly updates detailing upcoming cutover times and providing guidance to help you complete necessary tasks within the modules of the new system as they close in GEMS. This information will also be accessible on the Project Drive website as it becomes available.

### **First Cutover Item: Leave Entry Changes**

The cutover for leave requests and approvals begins March 14. Employees may only enter leave into GEMS for dates up to and including March 13, 5 p.m. If an employee needs to enter leave for March 14 or later, they must enter it in Oracle HR. Training modules are available to assist you with this process.

### ***When will I have access to Oracle HR?***

Non-exempt employees (Staff, OPS Hourly) will begin using timeclock in Oracle HR on March 14 via MyUSF or mobile app. Beginning March 24, employees will have access to Oracle HR via MyUSF.

### ***What if I've already requested/approved leave in GEMS for March 14 or later?***

The leave request/approval will not be migrated to Oracle HR. Beginning March 24, employees can access Oracle HR to request leave for March 14 and later dates.

***If I can't request leave for March 14 or later until Oracle HR launches on March 24, how do I request leave for March 14-24 in advance?***

Please work with your supervisor to secure approval for leave during this period. When Oracle HR launches on March 24, you can enter leave for the applicable March 14-24 dates in the new system.

***How should I request leave for multiple days, such as March 10-18, for example?***

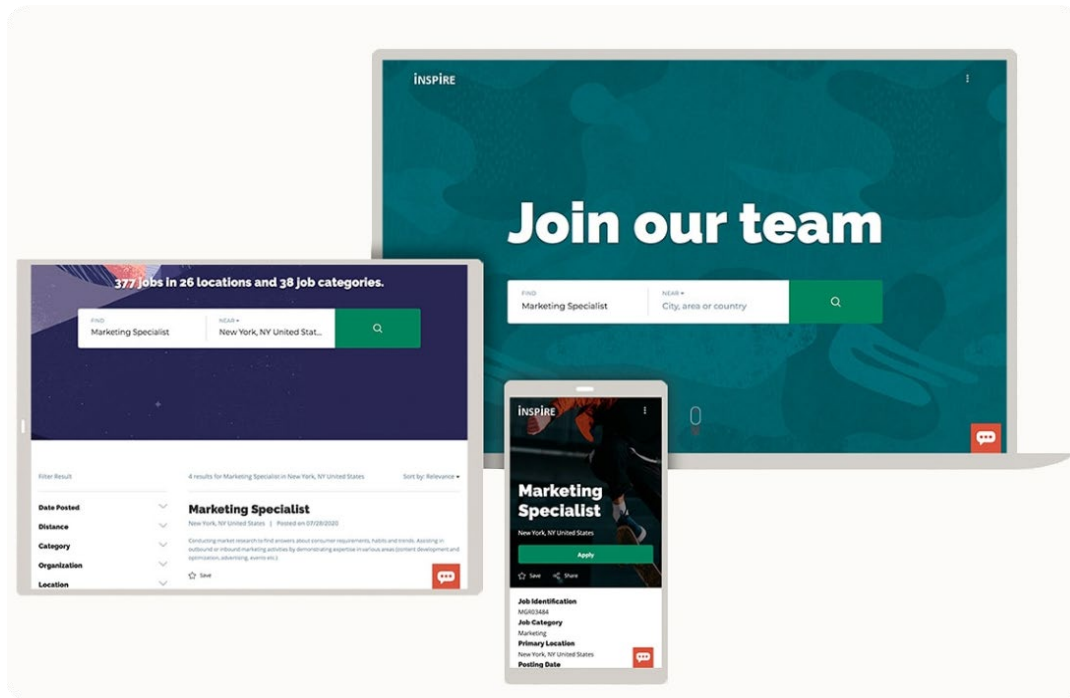
Use GEMS to request leave for the dates up to and including March 13. When Oracle HR is accessible on March 24, you may request the leave for March 14 and later dates.

### **January key accomplishments**

- Approved all configuration workbooks on Dec. 20
- Kicked off UAT tester training on Jan. 9
- Kicked off End User Training on Jan. 21
- 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 Jan. 29

## **Putting You in the Driver's Seat**

### **Oracle Recruiting and Onboarding**



*\*The image above represents a sample of the Oracle Cloud system. It does not represent the finalized system for USF.*

Improving the employee experience at USF also includes modernizing how we attract and retain top talent. **The Oracle Cloud HCM Recruiting and Onboarding modules will create efficiencies that can be applied quickly and scaled successfully in the future—a guiding principle behind our work on Project Drive.**

### Expanded Candidate Selection Processes (High Impact)

**Current:** Currently, USF has only one candidate selection option, which limits HR’s ability to route candidates through the correct series of recruiting processes.

**Future:** In Oracle Recruiting, USF will have five distinct Candidate Selection Processes (CSPs), providing HR with a broader range of choices. The five CSPs will include:

1. **Standard CSP** (Recruiting Type: Staff, Administrative, Faculty, Temporary/OPS, Student)
2. **Targeted CSP**
3. **Executive CSP** (Recruiting Type: Executive)
4. **Pipeline CSP**

## 5. Pipeline-to-Hire CSP

**Benefits:** These expanded options will streamline the recruitment process and facilitate quicker decision-making. It will enhance tracking, reporting and overall transparency while making candidate data clearer, more organized and more accessible.

### Single Onboarding Journey for New Hires (High Impact)

**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 manage and ensure the tasks are directed to the appropriate person/department and creates an overall efficient and clear process. This will improve new hire tracking and ensure they complete necessary tasks on time.

### Action items for HR Partners:

- Click [here](#) to learn more about the benefits of Oracle Recruiting and how it simplifies the hiring process.
- Visit our [Project Team Training Guide page](#) for instructions on creating an Oracle Learning Explorer account and accessing 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. It's our pleasure to introduce Shirley Boyd as one of the many Change Ambassadors responsible for cascading the forthcoming shift in ways of working and how they'll benefit USF employees. We'll let Shirley share what we can expect at Go-Live and beyond!



### Shirley Boyd

*Assistant Director, Administrative and Business Services for the Patel College of Global Sustainability*

*"I am enthusiastic about serving as a Change Ambassador and contributing to implementing USF's new advanced database management system, Oracle HR. This cutting-edge solution will streamline HR processes and elevate the employee experience. Its secure hybrid cloud environment utilizes real-time data to empower more informed decision-making, improving support for our team."*

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