

MOMENTUM

Connecting HR Partners to Project Drive



Staying the Course

Wave goodbye to summer and welcome the latest issue of **MOMENTUM: Connecting HR Partners to Project Drive!** This month, we will review project status and recent accomplishments, followed by a closer look at how the Oracle Cloud Absence Management module automates day-to-day absence processes while helping USF remain compliant. You will also get to know Kelsey Wilkinson and her contributions to the project as a Change Ambassador.

We Want to Hear from You!

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

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

The Project Drive team is currently preparing for User Acceptance Testing (UAT), a series of tests completed by end users of the new system to ensure that it works as designed and validates their day-to-day business activities. This round of testing will also guide the project team in addressing any system defects. The Project Drive team and selected participants will conduct UAT in October, as Familiarization Sessions—which introduce the new technology and processes—are well underway.

End user enablement is a critical factor in our employees' ability to thrive in our new cloud environment. Along with Familiarization Sessions, Train the Trainer Sessions will also be available soon to ensure trainers and ambassadors have a deep understanding of the topics they will be teaching. David Chapel, an HR Business Partner and member of the Learning module workstream, was eager to share how important training is to the culture at USF and

Oracle's contribution to it:

"Being able to create training courses and then add them as part of a community provided a cohesive experience. This functionality is going to serve US well to effectively train our workforce and strive to have consistent standards and training of all employees across the board. More importantly, it's going to allow the possibility to have better communication and experiences for employees who want to continue to learn and grow in their careers or even make jumps to other areas they may be interested in pursuing."

Our Learning module lead, Jon Canady, also shared how the new Oracle system will help our team close the gap across learning in transparency, an important trait that helps all teams succeed in the cloud:

"I have heard from so many leaders here at USF, and the biggest issue around learning is transparency. It is difficult for leaders to see what training is needed for their employees, and it is difficult for employees to understand what is required for their training. Finally, we are moving to a platform that will provide that level of transparency we have been waiting for. Oracle will provide an easy way to see what training is required, and allow leaders to see what is done, not done, and when it is due."

In addition, project teammates are also conducting Parallel Payroll Testing within the new system and in unison with our legacy system to identify any defects and resolve them before going live. The objective of these tests is to achieve identical employee pay calculations between the legacy and new Oracle system.

This month's key accomplishments

- Validated all the necessary data in preparation for UAT
- Built the Parallel Payroll 1 Test Environment

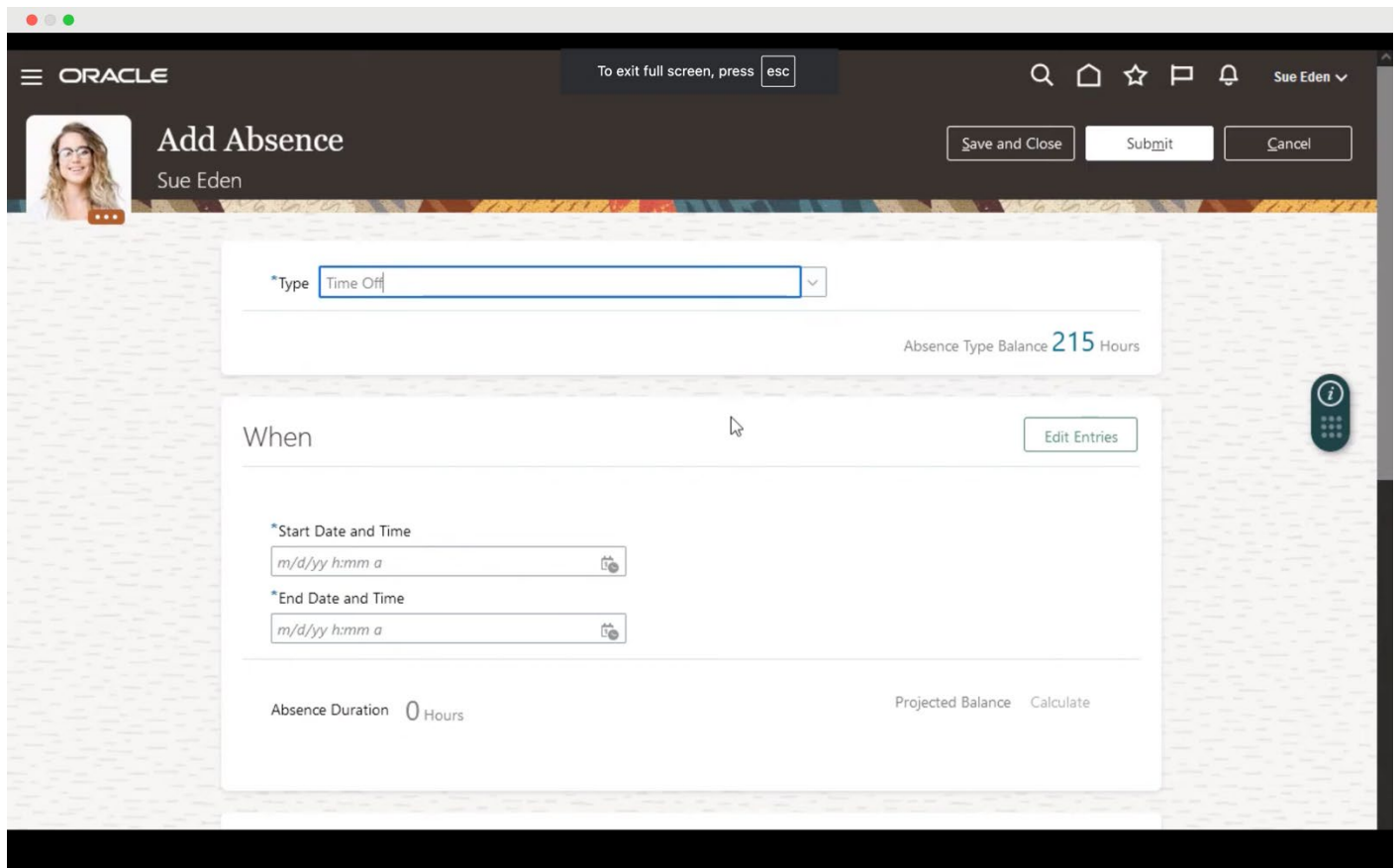
Upcoming Change Management activities

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

- Deliver **MOMENTUM**, the USF HR Practitioner Newsletter
- Deliver **VOYAGER**, the USF Leadership Newsletter
- Deliver **ACCELERATE**, the USF Employee Newsletter
- Conducted the September **Change Ambassador Network** meeting on October 2

Putting You in the Driver's Seat

Oracle Absence Management



The screenshot shows the Oracle Absence Management interface. At the top, there's a navigation bar with the Oracle logo, a search icon, and user information for 'Sue Eden'. The main heading is 'Add Absence' with a user profile picture and name. Below this, there are three buttons: 'Save and Close', 'Submit', and 'Cancel'. The main form area has a dropdown menu for '*Type' set to 'Time Off'. To the right of this dropdown, it says 'Absence Type Balance 215 Hours'. Below that is a section titled 'When' with an 'Edit Entries' button. Under 'When', there are two input fields: '*Start Date and Time' and '*End Date and Time', both with a calendar icon. At the bottom of the form, it shows 'Absence Duration 0 Hours' and 'Projected Balance Calculate'.

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

Our new system's self-service features will extend to how our employees request time off and how managers can ensure adequate coverage. **The Oracle Cloud HCM Absence Management**

module will make day-to-day absence processes simpler and easier for all while providing a centralized trove of absence data to help our leaders make the best decisions for USF.

High Impact - Standardized Absence Processes

Current: USF doesn't have a standardized system for approving absences. Absence requests are typically routed and approved manually.

Future: The new Oracle Cloud HCM system will streamline the absence approval process by creating the same approval and routing process for all absence requests across USF and make them retrievable in one easy-to-access platform. All employees will use self-service to access Absence Management, where they can see absence plan balances and request time off.

Benefits: This setup will enhance transparency, reduce manual processes, and establish a clear and consistent chain of responsibility for absence approvals.

Action items for HR Partners:

- [Click here](#) to learn more about the benefits of Oracle's Absence Management module and how it will simplify compensation processes at USF.
- 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. In this edition, Kelsey Wilkinson shares her unique experience of working with the Project Drive team as an Ambassador to ensure no perspective is left behind.



Kelsey Wilkinson
Fiscal & Business Manager

"It has been great to work with the Project Drive team to ensure the Florida Institute of Oceanography, as a niche unit at USF, has a voice in this process to address challenges of a group that spends a large part of time at-sea and away from the physical campus. The collaborative process of the transition has been a breath of fresh air, and I am excited to continue sharing updates with our team as we get closer to going live."

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