



August Talking Points

Have questions, concerns, or feedback for the Project Drive team?

Please [click here to contact us](#).

Find Answers Fast

This table of contents will help you answer questions your teammates and direct reports may be asking:

- [What is happening on the project?](#)
- [What is End-to-End Testing?](#)
 - [How is it different than User Acceptance Testing?](#)
- [How will compensation processes improve at USF?](#)
- [What is the new process for managing employee evaluations?](#)
- [When will we see the new job architecture in the Oracle system?](#)
- [Will there be training? How will I know how to use the system?](#)



Project Updates

Project Drive Road Map

IN PROGRESS ACTIVITIES	UPCOMING ACTIVITIES
PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING	USER ACCEPTANCE TESTING (UAT) / TRAINING
<ul style="list-style-type: none">✓ 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	<ul style="list-style-type: none">01 Prepare UAT02 Conduct UAT with 100% of Converted Data03 End User Training04 Detailed Production Cutover Checklist05 Finalize Production Support Plan & Help Desk Protocol06 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) while Oracle provided 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 in use 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



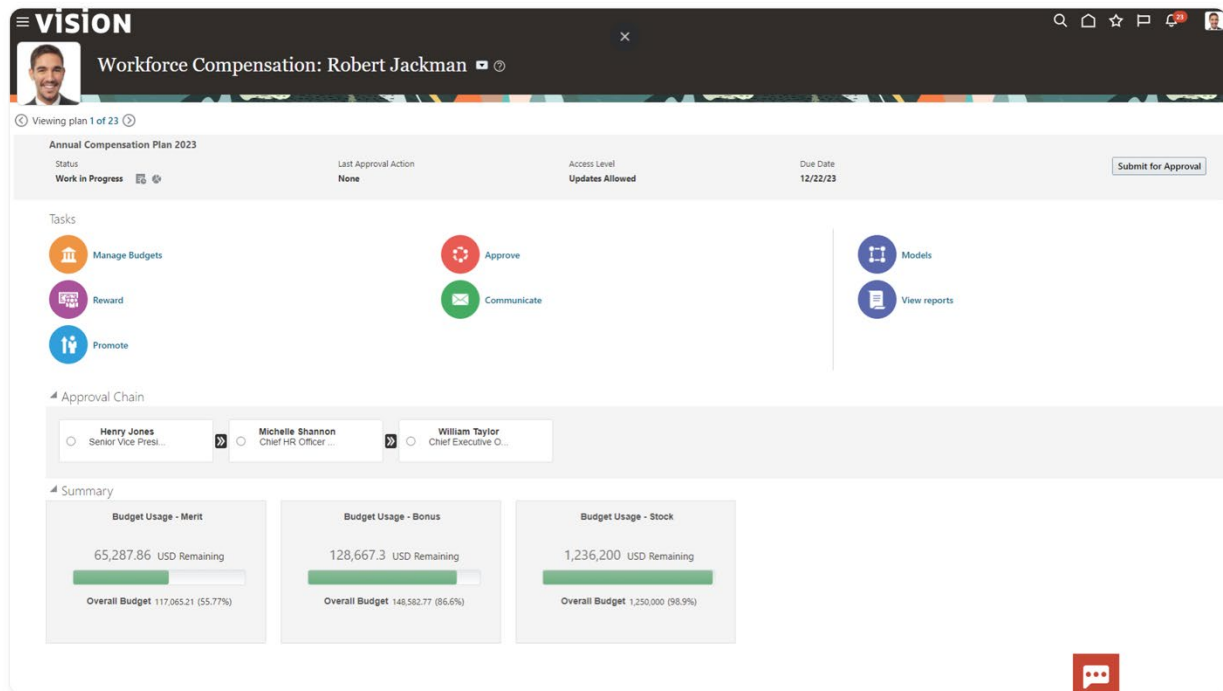
- Built the UAT environment
- Showcased the Oracle Cloud HCM modules completed during E2E: Recruiting, Goal Management, Onboarding, Performance Management, Learning

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

Oracle Compensation



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

People are at the heart of everything we do in HR, and it is critical we innovate how 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 leadership:

- Present key benefits for Compensation to staff during employee meetings. Leverage Change Ambassadors to message the change to an automated time tracking process.
- [Click here](#) to learn more about the benefits of Oracle's Compensation 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.



Frequently Asked Questions

What happens during E2E Testing?

During E2E Testing, Oracle and USF execute test scripts they have created within the system, update testing status, and log defects in JIRA (the project management tool used on Project Drive). In daily meetings, defects are reviewed, confirmed and prioritized; testers will work with workstream business leads, Oracle, and USF test leads to resolve defects. USF leads testing using converted data while Oracle provides support.

How does E2E Testing differ from UAT?

Whereas E2E Testing finalized how inter-module processes work together and how those modules integrate, UAT measures the functionality of the entire system from the end user perspective. E2E testers consisted of USF Project Drive teammates leading activities to locate and address defects or issues across business transactions. UAT greatly expands the testing pool by inviting the people who will be using the system, USF employees, to test real-world business activities relevant to their day-to-day work.

How will the compensation budgeting process change?

Currently, some leaders alter performance ratings to give everyone merit increases. By aligning merit with actual performance, we can allocate more effectively to reward proper performance. Being diligent in our performance measurements helps us maintain equitable rating standards.

How many people will be reviewing every employee evaluation? How will the Compensation team be able to manage this volume? How will this work?

During the Oracle HCM Workforce Compensation merit planning cycle, all members of the Compensation team will be 100% dedicated to partnering with managers and business units to provide technical support, answer any questions, and provide overall guidance. Before the Workforce Compensation module goes live, there will be multiple live training sessions across multiple dates and times.



To ensure eligible employee salaries and predetermined allocated budgets remain unchanged, Central HR will adopt blackout dates thirty days before the annual Workforce Compensation cycle begins and thirty days after the cycle has ended. During this time, Central HR and Compensation will communicate that there will be no changes to base annual salary, stipends, bonus payments, etc. To allow the business units ample time to prepare, Central HR will be communicating these dates months in advance.

In what wave will the new job architecture be rolling out?

Job architecture is part of Core HR functionality, which will go live during the first wave, scheduled for January 2025.

Where is the information about reporting and gathering data for reporting purposes?

Discovery Sessions for learning about reporting features in Oracle HCM will be offered in Fall 2024 in preparation for the system go-live. USF will announce when those sessions are available.

You can find additional answers to questions about Project Drive, including system training and project timelines, [here](#).