



January 2025 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:

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Project Updates

Project Drive Road Map

COMPLETED ACTIVITIES	CURRENT	UPCOMING
<p>PROCESS PLAYBACK 2 (PP2) / END-TO-END (E2E) TESTING</p> <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 ✓ Oracle Guided Learning Guides in Progress 	<p>USER ACCEPTANCE TESTING (UAT) / TRAINING / CUTOVER</p> <ul style="list-style-type: none"> ✓ 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 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 also 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 and 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.

Please visit the **FAQ** in this newsletter for answers to questions you may have around Cutover and its impact to current system access and how we enter leave.

January key accomplishments

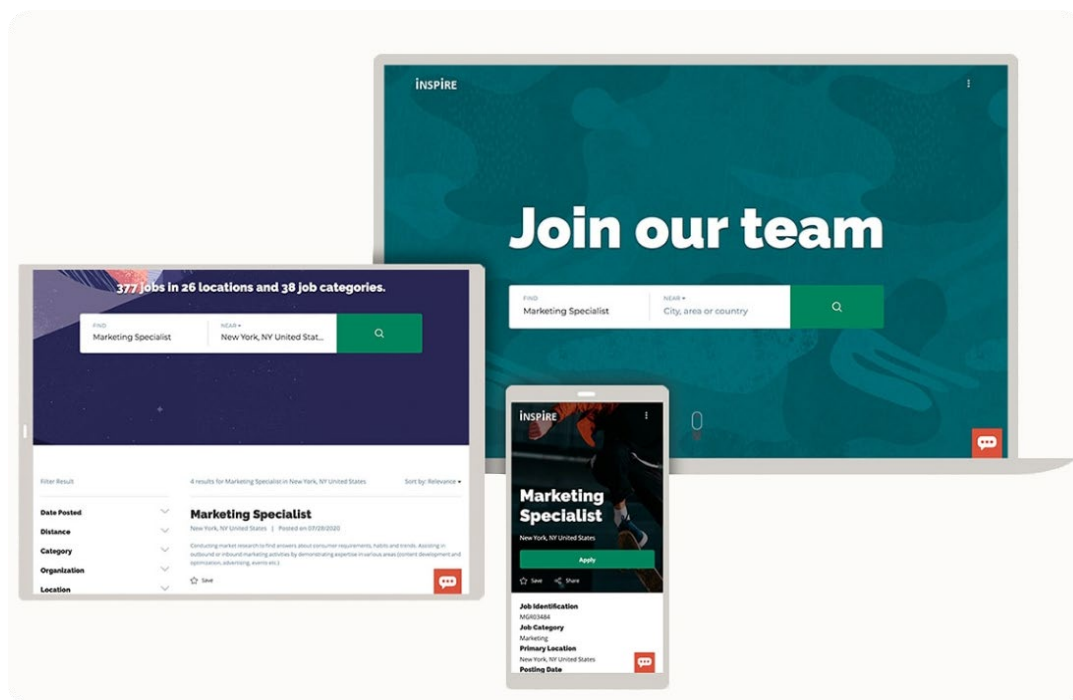
- Approved all configuration workbooks on Dec. 20
- Kicked off UAT tester training on Jan. 9
- Kicked off End User Training on Jan. 21
- Delivered **Monthly Talking Points** for various audiences at USF
- Delivered **MOMENTUM**, the USF HR Practitioner Newsletter



- 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 can limit 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 to manage and ensure the tasks are directed to the appropriate person/department, and provides a more efficient and clear overall process. This will improve new hire tracking and ensure they complete necessary tasks on time.



Action Items for Leadership

- 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 steps on creating an Oracle Learning Explorer account and to access training.
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Frequently Asked Questions

When will system training begin?

Review the information that is now available on the [Training & Resources](#) page. There are self-paced learning opportunities and Lunch and Learn: Facilitator-Led sessions being offered.

Additional dates and times of training sessions will be announced soon. There may be several ways to attend, whether virtual, in person or self-paced, by watching a video. Most training sessions will focus on familiarizing the various behaviors and functionalities of Oracle HR.

Training sessions will introduce the system, its features and how they connect to everyday processes at USF to users like you. The duration and quantity of sessions will depend upon the module and the depth of content.

When do we go live with Oracle HR?

Please refer to the Project Drive website for [Cutover Information](#) and [Timeline & Updates](#).

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.

Visit the expanded Project Drive FAQ page [here](#) for the latest answers to your questions about Project Drive.