



March Talking Points

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

Please [complete this form](#).

Find Answers Fast

This table of contents will help you get relevant answers to questions your teammates or direct reports may be asking:

- [What's happening on the project? I haven't seen demos or heard any news.](#)
- [How will I enter my timecards in Oracle Cloud?](#)
- [Can we correct the time and absence for past pay periods in the new system?](#)
- [When can we preview the new system?](#)
- [Will there be training? How will I know how to use the system?](#)
- [When can we see the project plan and timeline?](#)
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Project Updates

Recent Activities

The project team continues to review the Key Design Decisions (KDD) and Configuration Workbooks (CWB) that inform the design of the Oracle Cloud HCM system and how processes will transact across modules. We are making steady progress, as 327 KDD across all modules have been approved by the Executive Leadership Team (ELT)! *Keeping lines of communication open and setting clear expectations among stakeholders* during these reviews helps the team foster a culture of transparency—a key culture trait that enables cloud success.



Change Management Activities

The Change Management team is actioning the following Project Drive deliverables and sessions to drive awareness of project activities and system benefits:

- Developing communications for the ELT
- Developing and distributing MOMENTUM, the USF HR Practitioner Newsletter
- Developing and distributing VOYAGER, the USF Leadership Newsletter
- Participating in KDD sessions across modules
- Continuing to capture and validate change impacts as needed
- Continuing to prepare the Change Readiness Survey
- Preparing for the March Change Ambassador Network meeting on March 28

Key Accomplishments for March

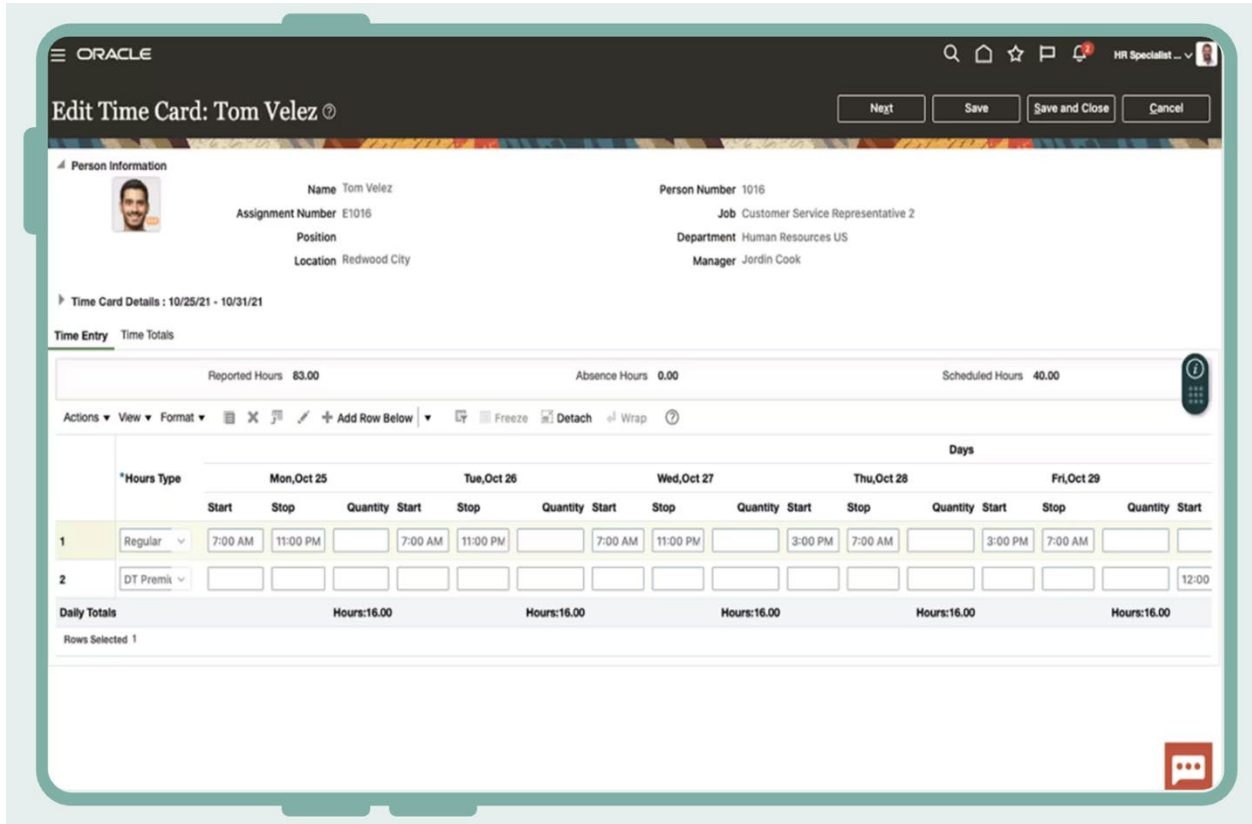
- Collaborated on test script development with USF Process Owners and Test Lead
- Started on the PeopleSoft General Ledger (GL) to Cloud Payroll integration
- Decided on foundational components on positions, PeopleGroup, and data conversions
- Updated KDD and CWB
- Formed teams of Oracle and USF cross-functional experts to approve KDD and CWB
- Developed a list of Prototype 2 (P2) exit criteria for USF sign-off

Putting You in the Driver's Seat

At the start of this project, we set out to *deliver an enhanced user experience and engage stakeholders throughout to ensure adoption*. **One way this guiding principle on Project Drive comes to life is through the benefits that the Oracle Cloud HCM Time & Labor module will bring to USF employees.**



Oracle Time & Labor



*Above represents a sample of the Oracle Cloud system. This image does not represent the finalized system for USF.

High Impact – Centralized and Convenient Timecard Entry

Current: Employees report hours worked by using a spreadsheet.

Future: They will be able to create, save, and submit a timecard anytime during the payroll period within Oracle Cloud, creating a single location for timecard access while creating efficiencies.

High Impact – Streamlined Time and Absence Processing

Current: Time and absence is recorded in PeopleSoft, and if not approved promptly, it becomes populated in the incorrect time period. Retroactive functionality to fix this is not currently available.

Future: Oracle Cloud allows for retroactive functionality to make correcting time and absence mistakes easier and more efficient, while providing accurate time and



absence-related data.

The Time & Labor module will also benefit USF and its employees by:

- **Automating and standardizing timecard approval** processes
- **Tracking time against jobs**, assignments, locations, positions, payroll time types, and other information
- **Enabling mass timecard creation**, mass time entry, and mass approvals
- **Creating business-driven rules** for overtime, premium calculations, and time entry validation
- **Allowing start and stop time and/or duration of hours tracked** for employees and contingent workers

[Click here](#) to watch a demo of the Oracle Time & Labor module and how it centralizes time and attendance operations while making them more secure and reliable. You can also visit our [Project Team Training Guide page](#) for steps on creating an Oracle Learning Explorer account and to access training.

Frequently Asked Questions

When will a preview of Oracle be available?

We are planning on demonstrations being available after End-to-End (E2E) Testing is complete.

Will GEMS go away or phase out when Oracle implementation takes place?

GEMS will not be accessible upon implementation of Oracle. We will have access to the data, but all GEMS users will lose access to GEMS once Oracle goes live.

What tools or information can help us explain to our stakeholders the 'why' behind implementing Oracle Cloud?



The Project Drive site is your go-to resource for helpful videos and impact statements that summarize what Oracle brings to USF. Use this information to explain the 'why' to your audience!

Has anyone conducted analysis across affected departments to capture the needs and ensure Oracle will be able to meet them?

Yes, Stakeholder Analysis was completed in 2023 and currently informs the key design decisions made by the Project Drive team. Our functional/business leads are collaborating with departments to share awareness of structures and how to prepare for the changes ahead.

Is there a list of HR roles in our areas who will be impacted by this change?

Change impacts continue to be captured as the Project Drive team makes key design decisions. Once all key design decisions are final, we can reveal impacted HR roles within the end-user enablement plan.

Who are the project team members we should be working with to implement Oracle in our areas/departments?

Our functional leads will assist with implementation within areas and our end-user enablement plan will identify those responsible within each department.

Can we view the updated Oracle implementation plan and timeline for our areas?

Upon completing key design decisions, we will move into E2E Testing. At that point we will be able to share both the implementation plan and projected timeline(s).

Who will get Oracle training in our departments? What will they be trained to do and when?

The training plan, outlining training dates, topics, and who will receive training, will become available before we move into E2E Testing.

How will we measure success of implementation?



Success will be measured by our executive leadership's key benefit drivers shown [here](#), toward the bottom of the page. You can also review the Employee Townhall presentation [here](#) for more details.

Please find answers to previously discussed questions about Project Drive [here](#).