UNIVERSITY of SOUTH FLORIDA

PROJECT DRIVE
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September 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:

Project Updates

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 testing sessions 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 HR'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

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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 Oct 2

Putting You in the Driver's Seat

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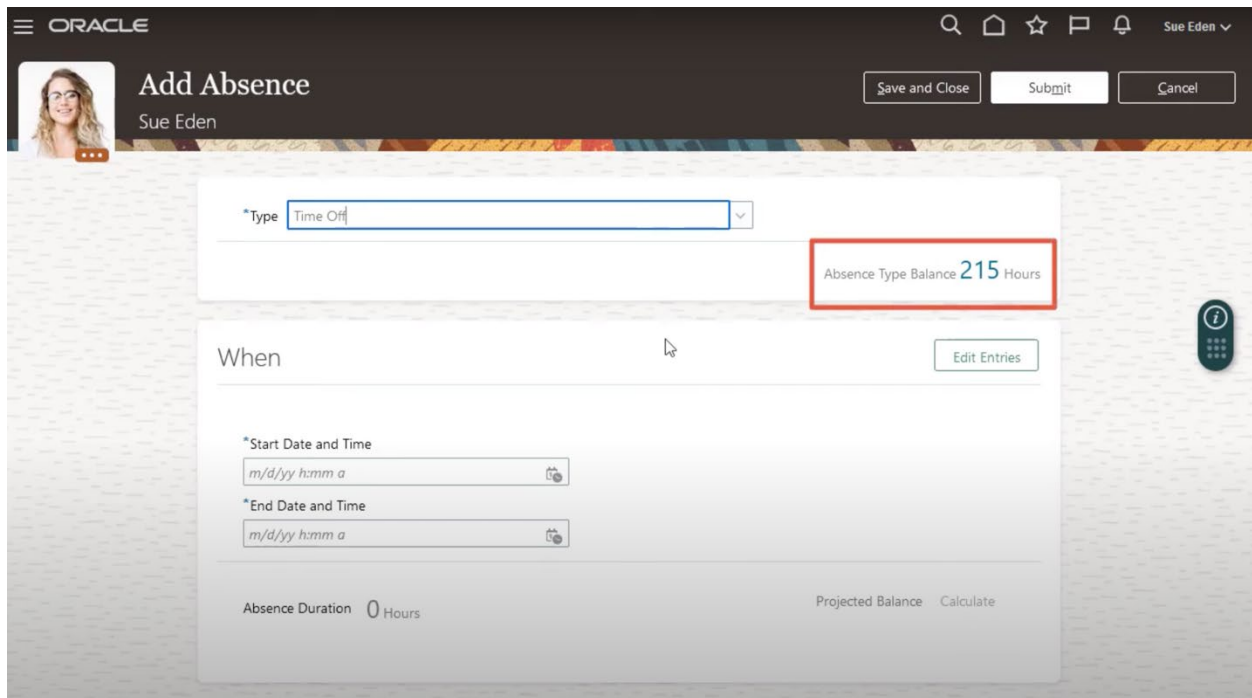
The image above represents a sample of the Oracle Cloud system. It does not represent the finalized system for USF.

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 making 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 leadership:

- Present key benefits for Absence Management to staff during employee meetings. Leverage Change Ambassadors to message the change to how employees request and access absences and how managers track absences.
- **Click here** to learn more about the benefits of Oracle's Absence Management module and how it will standardize absence 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 UAT?

During UAT, USF employees will conduct a comprehensive series of system tests to confirm that it works as designed and to surface any defects to be managed and resolved. Meanwhile, the project team will work with USF stakeholders and our Change

Ambassadors to facilitate system training sessions and other end user enablement activities and materials—ensuring USF employees can harness the full functionality of the system needed to conduct their day-to-day activities.

How does UAT differ from E2E Testing?

UAT measures the full functionality of the entire system from the end user perspective, while E2E Testing focused on how inter-module processes work together and how those modules integrate. E2E testers consisted of USF Project Drive teammates leading activities to locate and address defects or issues across business transactions. However, 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.

Will the accumulative time employees currently have in GEMS for sick time and annual leave transfer completing over to the Oracle HR system?

There will be no changes to the accruals for sick or annual leave. All existing leave will be transferred to the Oracle platform.

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.

NEW! Visit the expanded Project Drive FAQ page here to get the latest answers to your questions about how Oracle Time & Labor and Oracle Performance Management will affect everyday processes like time entry, approvals, leave, training, performance reviews, and more!