

VOYAGER NEWSLETTER



Gear Up for Change

Welcome back! The September edition of **VOYAGER—your leadership resource for Project Drive, our Oracle Cloud Human Capital Management (HCM) Implementation**—is in session. We will kick off by reviewing project status and recent accomplishments, followed by a look at how the Oracle Cloud Absence Management module streamlines day-to-day absence processes. You will also get to know Kelsey Wilkinson and her contributions to the project as a Change Ambassador.

State of the Project

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 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.

Our Learning module lead, Jon Canady, 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.

August and September key accomplishments

- Completed the End-to-End (E2E) Testing project phase
- Completed 95% of total data conversion within this prototype
- Built out UAT environment
- Showcased the Oracle Cloud HCM modules completed during E2E: Recruiting, Goal Management, Onboarding, Performance Management, Learning
- 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 Oct 2

Putting You in the Driver's Seat

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 leadership:

- [Click here](#) to learn more about the benefits of Oracle's Absence Management module and how it centralizes time and attendance operations while making them more secure and reliable.
- 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 with your identified **Change Ambassadors** ([listed here](#) under 'Change Ambassador Network / Department Support') to discuss updates and opportunities to present to your team.

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."

Pit Crew: Project Drive Contacts

If you have an Oracle Cloud HCM question or suggestion, please email HRtransformation@usf.edu.

Change Management:

- **Taryn Williams | Change Management Lead | tarynwilliams@usf.edu**
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This newsletter was brought to you by the **Project Drive Change Management team.**