UNIVERSITY *of* **SOUTH FLORIDA**

PROJECT DRIVE
people-powered innovation

VOYAGER NEWSLETTER

Gear Up for Change

Welcome to the March edition of VOYAGER—**your leadership resource for Project Drive, our Oracle Cloud Human Capital Management (HCM) Implementation.** In this issue we will cover important project updates, highlight Time & Labor module benefits, and introduce another Project Drive Change Ambassador who is driving awareness of our HR transformation.

State of the Project

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 within the system across modules. We are making steady progress, as 327 KDD across all modules have been approved by the Executive Leadership Team (ELT)! **By** *keeping lines of communication open and setting clear expectations among stakeholders* **during these reviews, the team is building a culture of transparency —a key trait essential to cloud success.**

This month's key accomplishments

- 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 decisions 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

Upcoming activities

While the project team focuses on completing KDD and CWB review sessions for USF executive leadership team (ELT) approval, the Change Management team is:

- Crafting and distributing communications (VOYAGER Newsletter, MOMENTUM Newsletter, Monthly Talking Points, Executive Communication)
- 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

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.**

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.

UNIVERSITY of SOUTH FLORIDA

PROJECT DRIVE
people-powered innovation

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 needed 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.

Action items for leadership:

- **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.
- 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 them 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. Dr. Jacki Reyes Hull is one of many Ambassadors spreading the word about the exciting changes ahead!

Dr. Jacki Reyes Hull
USF Associate Vice President, Administration & Organizational Strategy

Dr. Reyes Hull is committed to collaborative partnership and consistent communication in supporting USF Health stakeholders throughout the HR transition.

Pit Crew: Project Drive Contacts

If you have a specific Oracle Cloud HCM-related question or suggestion, please email **HRtransformation@usf.edu**.

Change Management:

- **Taryn Williams | Change Management Lead | tarynwilliams@usf.edu**
- **Dr. Peter Berardi | Central Human Resources Operations | pberardi@usf.edu**

This newsletter was brought to you by the **Project Drive Change Management team**.