

# CMS Project Newsletter

Quarterly Newsletter

[www.csusm.edu/cms/news](http://www.csusm.edu/cms/news)

Issue #2 - December 2007

## Student Administration Update

The upcoming Go-lives for the Student Administration applications are :

**Class Scheduling** – The class schedule for Fall 2008 will be built in PeopleSoft. The schedule will be open to departments approximately January 28, 2008. Training activities will begin in the middle of January and open labs will be provided for additional assistance.

**Financial Aid** – Financial Aid will have a series of go-lives throughout the spring for Fall 2008/Spring 2009 processing. Their first go-live will take place approximately February 18, 2008 with the loading of student's federal financial aid application data.

Students will be sent notifications of missing documents beginning the end of February 2008.



The CMS PeopleSoft train has left the station

## SA Accomplishments

In October 2007, the Student Team was able to successfully convert over 310,000 personal data records from Banner to PeopleSoft and go live with Admissions processing.

We would like to thank the Admissions Office and EMS for their support and patience as we worked through a few issues during our go-live process.

Below are a few highlights of Admissions processing as of December 6, 2007:

- Over 5400 of our 9316 Freshman 2008 applications were loaded to PeopleSoft;
- Of the 5400 Freshman applications for Fall 2008, 2814 were admitted through an automated process. This is a 136% increase over Fall 2007;
- Over 4000 applicants were notified that they could view their application status through PeopleSoft student self-service.
- Almost 100 applicants completed their intent to enroll by December 6, 2007 compared to 0 in the same time period last year.

### Contents

Student Administration Update	1
SA Team Accomplishments	1
Next HR Applications.....	2
Finance 9.0 Upgrade .....	2
Student Portal.....	3

More student applicants completed their intent to enroll compared to 2006

# Next - HR Applications



## PeopleSoft HR Applications

As 2007 comes to a close and we look ahead to 2008, our CMS-PeopleSoft HR application has undergone many changes. Starting in February 2007, with our upgrade to the enhanced PeopleSoft 8.9, we introduced to the campus the intranet based Time and Labor application which allows employees to enter, manage and submit their work hours for their manager's approval and, in most cases, eliminating the need for a paper timesheet. An improved user-friendly version of our Candidate Gateway Employment Portal was also introduced. This has allowed both internal and external applicants to efficiently apply for new positions and assist our internal recruiters and hiring authorities with the screening and interview processes and will ultimately result in shorter time periods to fill vacant positions. As these two new applications are being adopted by our campus, we are constantly looking for ways to optimize and improve the processes and look forward to rolling out new enhancements in 2008.

In addition to streamlining our existing application processes, we plan to implement two new HR modules in

2008, Benefits Administration and Absence Management. Planned for the 2<sup>nd</sup> Quarter of 2008, Benefits Administration will assist our benefits department with the automated determination of benefit eligibility and validation of enrollments for new employees as well as with existing employees with life events changes. It will also ultimately allow employees to make Open Enrollment elections online using employee self-service. Scheduled for 4<sup>th</sup> Quarter 2008, the Absence Management process will provide the campus self-service access to request and report leave time and view available leave balances. Both these new applications will fully integrate with our existing HR modules and will complete our campus' initial implementation of PeopleSoft HR and facilitate the roll-out of the State Controllers 21<sup>st</sup> Century Project in 2009.

With all of the exciting changes we have in store, we look forward to providing the campus community with more efficient, user-friendly processing and management of human resource data in 2008.

we are constantly looking for ways to  
optimize and improve the processes

# Finance 9.0 Upgrade



## New face for the MyCSUSM Portal

The Portal @ MyCSUSM will replace SMARTWeb as the self service application for students. The Portal provides convenient, reliable and secure access to information and self-service transactions for students, faculty, and staff.

### Logon Information:

**Current Students** - will use their network user id and password as with email account or WebCT.

**Staff and Faculty** - Use their network user id and password.

The Finance system upgrade will begin this Spring 2008.

In 2007 SOSS assembled a system-wide team for the CMS Finance Baseline 9.0 upgrade. San Marcos leads participated on the various upgrade teams at the Chancellor's Office. SOSS selected San Marcos' database for the baseline prototyping since our database was regarded as being well designed and having a high level of data integrity.

The campus upgrade to version 9.0 will begin May 2008 with a go-live in March 2009. Changes will be minimal to campus end-users. The operational users in Accounting, Budget Office, Procurement and Accounts Payables will receive new queries for regulatory reporting, budget reports and campus modifications delivered in baseline.

The Finance upgrade process will include reviewing reports and processes. This will be an opportunity to enhance reports and reengineer processes for improved efficiencies.

## Next Issue

This newsletter will be issued quarterly and is designed to communicate CMS project information to the campus faculty, staff and students.

1. Student Registration Go-Live
2. Portal Update
3. Update of HR Application enhancements



If you have questions about the CMS project or PeopleSoft please Email

[askcms@csusm.edu](mailto:askcms@csusm.edu)