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For Immediate  
Release

## Training Schedule and Roll Out for HR Front End

After implementation of the Banner system, the need was identified by the University to develop a more efficient and user friendly tool to process and handle Human Resource administrative transactions. Currently, UIC utilizes PITRs (Personnel Information Transmittal Reports) to convey employee new hire and change information to the Campus's Central HR Offices. The Central HR Offices took the information from the PITR and keyed it directly into the Banner HR system. Additionally, Departments/Colleges utilized the DART system for other aspects of an HR transaction. Now the Front End, an interface for the Banner HR system, will replace and consolidate the following tools/processes:

- The PITR will be replaced by the Front End
- Departments/Colleges will **Initiate** and **Review** Transactions in the Front End itself through a built in routing process; PEAR (the secure email system for PITRs) will not be utilized for this purpose.
- Certain previous DART functionality will be accomplished within the Front End and not in DART:
  - \* NESSIE New Hire logon is created in the Front End
  - \* Separations are handled through the Front End which includes vacation/sick payout calculations and SURS notifications
- Supporting and required paper documentation are to be attached to the Front End transaction as imaged documents (only I-9s and Criminal Background Check Authorizations are to be submitted in their original paper form)

In late February of this year, the Central HR Offices started using the HR Front End to process HR transactions. Then representatives from the Colleges of LAS and Pharmacy were trained in the Front End to so that they could process transactions as a further test of the system's performance. *(Continued on Page 2)*

## HR Front End continued

The testing process and implementation plan for the HR Front End are now complete and we are ready for the rest of the UIC Campus to begin training on how to utilize this system. The HR Front End Project Team has developed a website that provides a background on the project, documentation and tutorials, training information, and contact information to provide feedback on the project. You can access this information at <https://www.hrfe.uillinois.edu>.

### Training Schedule

Training is being scheduled for each College/Unit for those identified as needing security access to process transactions. It is important to attend training when your College/Unit is scheduled to help keep the Front End go-live schedule coordinated. Also, by having the entire College/Unit trained and utilizing the Front End at the same time, transactions will flow smoothly. Please keep the following points in mind regarding the training:

- Register for the training after you receive an email notifying you to go to training. If you go to a training session and have not registered, you will not be able to log into the training system in class. You should receive the email notice approximately 2 weeks before training (probably 10 days before for those to be trained the week of April 20<sup>th</sup>).
- Complete the online training courses prior to going to the classroom training.
- The classroom training session is two full days with sessions on both the east and west sides of campus. There will be an opportunity to do actual transactions in the Front End. If possible, please have some sample PITRs from past transactions for the second day of training.

#### Time Period

**Week of April 20, 2009**

#### Attendees

Chancellor/Provost Offices, Development, LAS, and College/Unit Representatives\*

**Week of May 4, 2009**

Administrative Services, Business Administration, Education, Engineering, Graduate, Library, Social Work, CUPPA

**Week of May 18, 2009**

Architecture and Arts, Applied Health, Dentistry, Public Health, Research, Student Affairs, Medicine (specified Departments)

**Week of June 1, 2009**

Medicine (specified Departments), Medical Center, Nursing, and Pharmacy

*\* A representative from each College/Unit will attend training prior to the entire College/Unit being trained to help process transactions from other Colleges/Units and help prepare the College/Unit for the roll out.*

***Some issues to be aware of as the rollout begins:***

- Access to the Front End for transaction purposes is granted the week after your training class.
- Information will be provided during the classroom sessions on how to contact the Help Desk should you encounter a problem with a transaction. It is important to contact the Help Desk so that technical problems with the Front End can be logged and considered as to whether a change in the system is required.
- Labs will be scheduled to help HR Front End users with actual transactions for their College/Unit. The lab dates will be communicated once the training workshops are underway.
- Certain Civil Service transactions will be handled centrally through Civil Service Employment. The specific transactions, as well as clarification on transaction issues for other employee groups, will be addressed during the training sessions.
- Security access to the HR Front End is determined by the College/Unit. They will identify the individuals who will process transactions as well as those who will have “View” access.
- If you are to have “View” access you will be notified to complete the online training courses and attend a brief training session.

A web based meeting will be held during the weeks of April 13<sup>th</sup> and April 20<sup>th</sup> to provide more information and an opportunity for questions. The notice for this meeting will be sent out in a few days. Many thanks to all of those who have worked so hard in developing and testing the Front End. If there are any questions, please feel free to contact Jack McEnery in Campus HR [jmcenery@uic.edu](mailto:jmcenery@uic.edu) ext 63581 or Angela Yudt in Faculty HR [ayudt@uic.edu](mailto:ayudt@uic.edu) ext. 52412.