

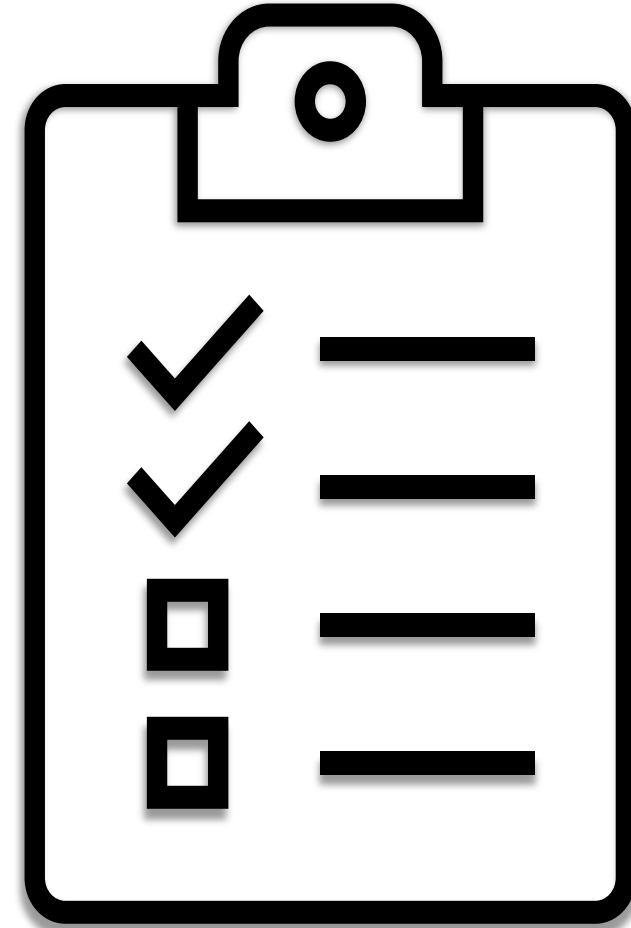


Core-CT Modernization User Group Change Agent Meeting

October 3, 2024

Agenda

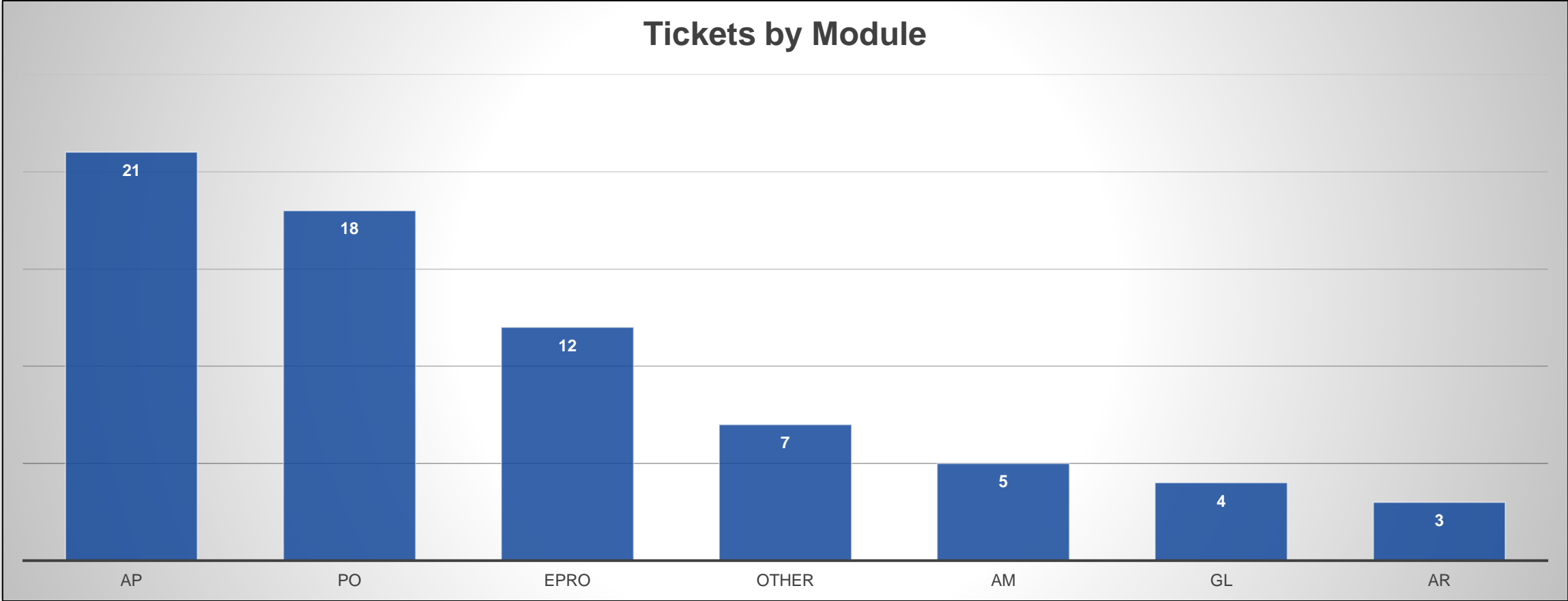
- Welcome
- Timeline
- UAT Completion
- Level 200 Training Registration
- Level 100 eLearning Deployment
- Agency Readiness Scorecard Completion
- Data Clean Up
- Communications
- Questions

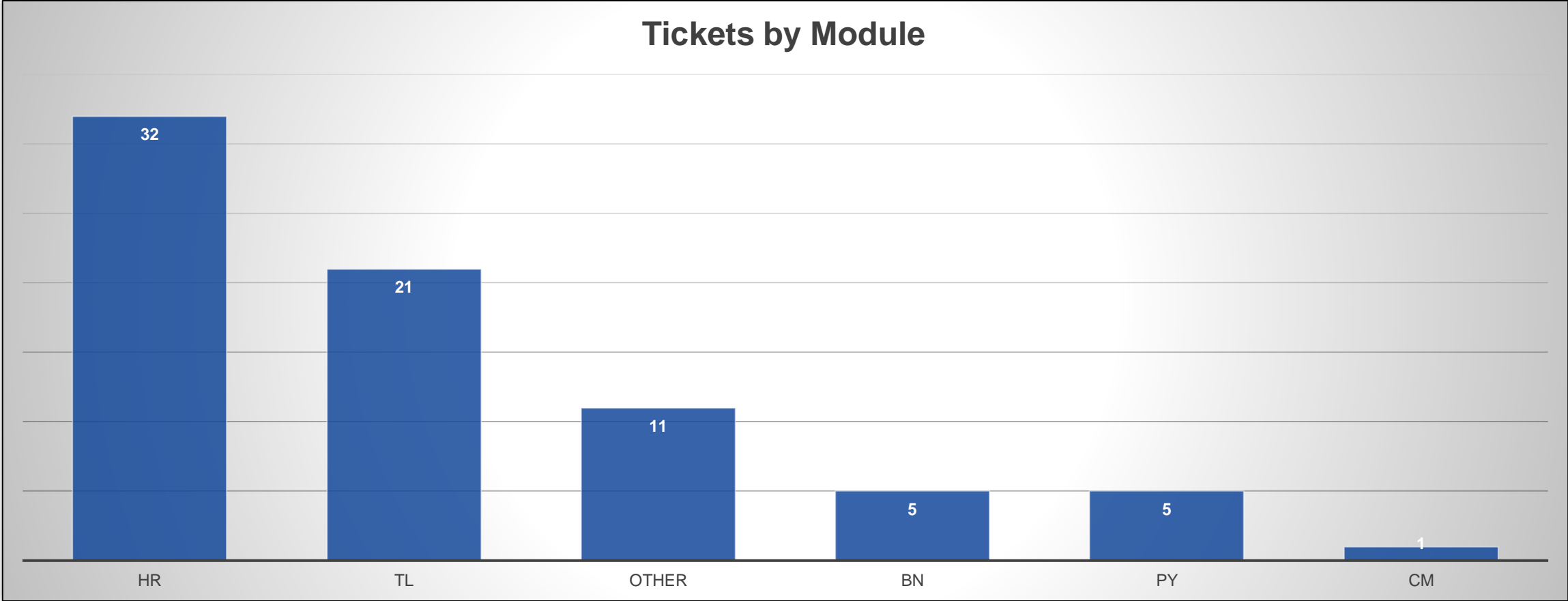


UAT & Training Deployment Schedule



- L200 Training Registration begins **End of September – End of October**
- L100 Training Completion should occur **October – November 22**
- L200 Training Delivery will occur **October 7 – November (as needed)**
- **User Groups** will occur in **November**





Change Agent Communication

Dear Change Agents,

Thank you for working with Core-CT for the past year to prepare for the Core-CT PUM Upgrade.

This PUM Upgrade provides your agency end users with the following benefits:

- Intuitive and easy to use
- Easier navigation
- Caters to various users including self-service users

We are excited to announce that the upgrade is ready to be deployed on October 28, 2024. As Change Agents there are a few items we need your support to complete:

Action Requested:

1. **Training:** We are sharing training details with you and your Change Agents. We are requesting your help to complete the following as soon as possible:
 - **Share Training Registration Details:** Distribute the Virtual Instructor-Led Training (L200) course registration details. The L200 courses require registration and each agency's participation is tracked to assess readiness.
 - *We have attached a communication template and your agency's roster of users that should register for L200 Training.*
2. **Informational:** Please share the important deadlines shown below for transaction clean-up to ensure that things run smoothly for your agency.

Clean Up: We need HR and Financials to complete the following data clean-up activities.

“Action Required: Core-CT PUM Upgrade Training Registration & Other Readiness Items Prior to Go Live” communication has been distributed!



Action Requested:

- **Training:**
 - Share Virtual Instructor-Led Training (L200) training course registration details
- **Informational:**
 - Share important deadlines for data clean-up, to ensure things run smooth for your agency
- **Readiness Activities:**
 - Complete a scorecard to help us understand your agency's readiness for this change
- **Communications:**
 - In the coming weeks, there will be all-agency communications that need to be distributed

Modernization Page Updates

State of Connecticut Governor Ned Lamont

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

LOGIN

- SELF-SERVICE HRMS
- FINANCIALS
- EPM
- SECURITY TRAINING
- CORE-CT MAIL
- CATALOG OF REPORTS
- STARS

OFFICE of the STATE COMPTROLLER

DAS

REGISTER Online to VOTE

Regulations of CT State Agencies

Alert

Get Adobe Reader

Core-CT Modernization

Useful Links

- [Core-CT Agency Appointed Change Agents](#)
- [Core-CT PUM Upgrade Training Registration](#)

Change Agent Meetings

Meeting Date	Content
August 27, 2024	Slides (pdf) - 8/27 Change Agent Meeting Slides Recording (mp4) - 8/27 Change Agent Meeting Recording
August 15, 2024	Slides (pdf) - UAT HCM Kickoff 2024 Recording (mp4) - UAT HRMS Kickoff 2024 Recording Q&A (.xlsx) - UAT HCM Kickoff 2025 Q&A
August 13, 2024	Slides (pdf) - UAT Financials Kickoff 2024 Recording (mp4) - UAT Financials Kickoff 2024 Recording Q&A (.xlsx) - UAT Financials Kickoff 2025 Q&A
July 9, 2024	Slides (pdf) - 7/9 Change Agent Meeting Slides Recording (mp4) - 7/9 Change Agent Meeting recording Q&A (.xlsx) - 7/9 Change Agent Meeting Q&A
May 2, 2024	Slides (pdf) - 5/2 Change Agent Meeting Slides Recording (mp4) - 5/2 Change Agent Meeting recording Q&A (.xlsx) - 5/2 Change Agent Meeting Q&A
February 1, 2024	Slides (pdf) - 2/1 Change Agent Meeting Slides Recording (mp4) - 2/1 Change Agent Meeting recording Q&A (.xlsx) - 2/1 Change Agent Meeting Q&A Spreadsheet (.xlsx) - MFA Sample Spreadsheet
November 2, 2023	Slides (pdf) - 11/2 Change Agent Meeting Slides Recording (mp4) - 11/2 Change Agent Meeting recording

You can find the Core-CT:

- Agency Appointed Change Agent List
- PUM Upgrade Training Registration

on the Core-CT Modernization Page.

[Core-CT Modernization Project
\(state.ct.us\)](https://state.ct.us)



Training Registration Details

Core-CT PUM Upgrade Training Registration (state.ct.us)

Page is Live!



Core-CT PUM Upgrade Training Registration

The L200 instructor-led courses listed below review updates introduced by the PUM Upgrade. Please see the list of Core-CT roles (under "Description") for each course when registering.

The prerequisite L100 courses for these are self-paced eLearning modules. They may be accessed by clicking on the appropriate L100 course name below. (In future both L100 and L200 self-paced courses will be available through a Core-CT Training and Support page.)

To register for an L200 course, please click on the desired session.

Module	Course & Prerequisites	Description	Sessions
HR	L200 Managing Job ----- Prerequisite: L100 HR Navigation Overview	Upon completing this course, participants will be able to administer HR processes to maintain employee jobs, status, and data, hire and rehire an employee, dual employment processing, maintain employee job information/data, salary increases, transferring an employee, and supervisor changes. Role: HR Specialist	L200MJ002 Oct 7, 9:00-11:00 AM L200MJ001 Oct 9, 9:00-11:00 AM
HR	L200 Personal Data ----- Prerequisite: L100 HR Navigation Overview L200 Managing Job	Upon completing this course, participants will be able to access Fluid tiles related to modify person, create employee, create person of interest, and organizational relationship, administer processes to update employee personal data, and create organizational relationships. Roles: HR Specialist, Retirement Payroll	L200PD002 Oct 10, 9:00-11:00 AM L200PD001 Oct 24, 1:00-3:00 PM
	L200 Position Management ----- Prerequisite:	Upon completing this course, participants will be able to access position management Fluid pages and dashboards, manage positions for both new and existing	L200PM001 Oct 8, 9:00-11:00 AM

Training Completion

Users Receive Registration

- Receive a [Core-CT PUM Upgrade Training Registration \(state.ct.us\)](https://state.ct.us) link for L200 courses via Daily Mail, Modernization Page, and Other Locations

Users Register for L200

- Register for [Core-CT PUM Upgrade Training Registration \(state.ct.us\)](https://state.ct.us)

Users Complete L100 Self-Paced eLearning Modules

- L100 pre-requisite courses are listed on the [Core-CT PUM Upgrade Training Registration \(state.ct.us\)](https://state.ct.us)
- Remaining L100 courses will be posted on a separate Training Page *Coming Soon!*



L100 eLearning Deployment - HR

L100 Captivate eLearning will be posted on the Training Page – ***Coming Soon!***

Session	Module	Course	Description
L100 – HR001	HR	HR Navigation Overview	This course covers the Navigation updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate Core-CT through both desktop and mobile devices.
L100 – ES001	HR	eProfile Self Service	This course covers the eProfile updates introduced by the the PUM Upgrade. Upon completing this course, participants will be able to view and change their personal information online in Fluid.
L100 – LE001	HR	Life Events Self Service	This course covers the Life Events updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to view their benefit information in Fluid and manage life events that effect their benefits and coverage in Fluid.
L100 – OE001	HR	Open Enrollment Self Service	This course covers the Open Enrollment updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to enroll in the benefits program during open enrollment periods.
L100 – EP001	HR	ePay Self Service	This course covers the ePay updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to view and print their paychecks in Fluid, access paycheck data details in Fluid, request or withdraw consent to receive paper W-2, W-2c, and tax withholding forms in Fluid.
L100 – TL001	HR	Time and Labor Self Service	This course covers the Time and Labor updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to enter and submit time on both desktop and mobile devices in Fluid.
L100 – HA001	HR	Approvals	This course covers the Approvals updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to approve agency level e-profile changes to authorize self-service name and address changes in Fluid, use the AWE (Approval Workflow Engine), view all pending approvals in one centralized location, and view and clear exceptions.

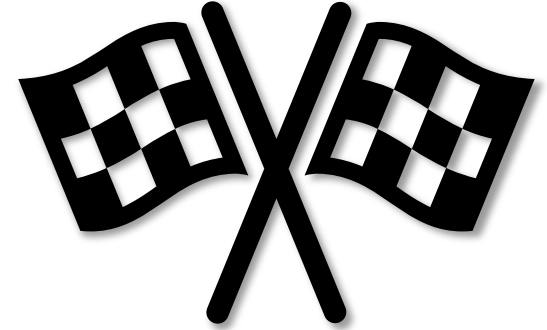
L100 eLearning Deployment - FIN

L100 Captivate eLearning will be posted on the Training Page – ***Coming Soon!***

Session	Module	Course	Description
L100 – FN001	FIN	Financials Navigation Overview	This course covers the Navigation updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate Core-CT through both desktop and mobile devices.
L100 – PO001	FIN	eProcurement Overview	This course covers the eProcurement updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to navigate eProcurement in Fluid, create and manage Requisitions in Fluid, and add/update receipts in Fluid.
L100 – SS001	FIN	Strategic Sourcing	This course covers the Strategic Sourcing updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to respond to 'request for' bid opportunities, send reminder notifications to suppliers and bidders for completing and submitting bids before the event end date, and select and upload multiple attachments in the Sourcing Events Page.
L100 – FA001	FIN	Approvals	This course covers the Approvals updates introduced by the PUM Upgrade. Upon completing this course, participants will be able to approve vouchers in Fluid, approve requisitions in Fluid, approve contracts in Fluid, and approve purchase orders in Fluid.

Agency Readiness Scorecard Overview

- As we prepare for Go Live, agencies are being asked to track readiness
- Readiness will be assessed in the following categories:
 - Communications
 - Training
 - Security
 - Data Clean Up
- Change Agents will receive a survey (~2-3 days prior to the due date) requesting readiness input due on the following target dates:
 - ~November 1
 - ~November 11
 - ~November 20
- The Survey will roll up into a Scorecard that will be reviewed by Project Leadership to determine readiness



Agency Readiness Scorecard Assessment Areas

Agency Readiness will be assessed by Change Agents. This is an **example** of the type of information you will see on the survey.

Task Number	High Level Task Category	Survey Question	November 1 Checkpoint	November 11 Checkpoint	November 20 Checkpoint
1	Communications	Which Agency do you represent for this survey?	X		
2	Communications	Have you communicated registration with your L200 users?	X		
3	Communications	Have you communicated the posting of eLearning courses to your users?	X		
4	Security	Have you submitted CO-1092 forms for role changes for your agency?	X		
5	Communications	Have you notified your users of Core-CT blackout periods?		X	
6	Training	What percentage of your users have registered for L200 training?		X	
7	Security	Have you assigned AM Approvers?			X
8	Training	What percentage of your users have completed all of their L200 training?			X
9	HR Data Clean Up	<p>Have you completed the following HR data clean-up tasks for your agency? <i>Check all that are completed.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Changes – requires approval by 11/15 <input type="checkbox"/> Name Changes – requires approval by 11/18 <input type="checkbox"/> Address Changes – requires approval by 11/18 <input type="checkbox"/> Combo Codes – submitted by 11/20 <input type="checkbox"/> Submitted CO-1092 Forms for Security Changes – submitted by 11/13 			X
10	FIN Data Clean Up	<p>Have you completed the following FIN data clean-up tasks for your agency? <i>Check all that apply.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Submitted Vouchers – submitted by 11/20 – Any remaining will be submitted by Core-CT. <input type="checkbox"/> Submitted Last Interface File (Billing/AP) – submitted by 11/15 <input type="checkbox"/> Submitted all CO -1092 – submitted by 11/13 <input type="checkbox"/> Submitted GL Combo Codes – submitted by 11/20 <input type="checkbox"/> Submitted PCARD – end of billing cycle 11/13 			X

Agency Readiness Scorecard Survey

- **Change Agents** will receive a **survey** to **collect data** prior to each checkpoint
- This self-reporting will allow **Core-CT Project Leadership** to assess each agency's progress and implement mitigation strategies, if needed

Core-CT PUM Upgrade Agency Readiness Assessment

The Below Action Items are due for the November 1 checkpoint

* 1. Which Agency do you represent for this survey?

2. Have you communicated registration with your L200 users?

- Yes
 No
 N/A

3. Have you communicated the posting of eLearning courses to your users?

[Readiness Survey Example](#)

Agency Readiness Scorecard Rollup

The surveys will provide input to the scorecards. Each agency's readiness will be reported by a: **green**, **yellow**, and **red** status.

Checkpoint 1 – November 1	Checkpoint 2 – November 11	Checkpoint 3 – November 20
Over 80% complete	Over 80% complete	Over 80% complete
Between 50 and 80% complete	Between 50 and 80% complete	Between 50 and 80% complete
Less than 50% complete	Less than 50% complete	Less than 50% complete

Data Clean Up Activities

The following transactions will need to be completed and/or approved prior to Go-Live:

Position, Name, and Address transitions will not carry forward.

- Position – requires approval by **11/15**
- Name – requires approval by **11/18**
- Address – requires approval by **11/18**
- Combo Codes – submitted by **11/20**
- Security Changes – submitted by **11/13** and approved by **11/20**

FIN Cut-Off Dates are as follows:

- P-card – end of Billing Cycle on **11/15**
- Last Interface File (Billing/AP) – submitted by **11/15**
- GL Combo Codes – submitted by **11/20**
- Security Changes – submitted by **11/13** and approved by **11/20**

Communications

Communications to assist Change Agents with distributing information and updates to their agency

Planned Communications

- Action required: Core-CT PUM Upgrade Training Registration & Other Readiness Items Prior to Go-Live
- L200 Instructor-Led PUM Upgrade Training Registration
 - L100 PUM Upgrade Courses Posted to Core-CT Site
 - Core-CT User Groups: Functionality Updates
 - System Lockout and Payroll Confirmation Date
 - Core-CT Go Live Announcement

Questions

