

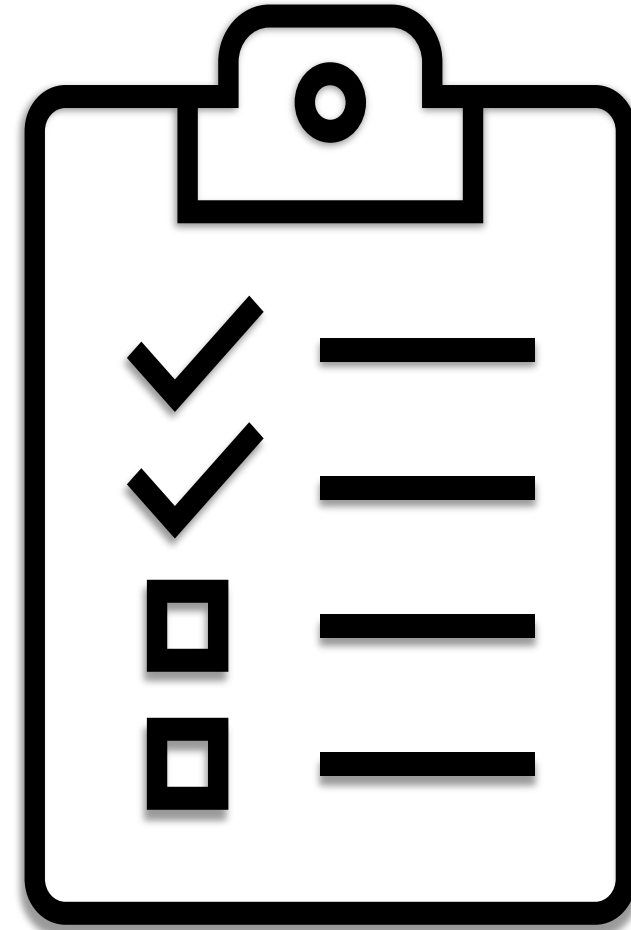


Core-CT Modernization User Group Change Agent Meeting

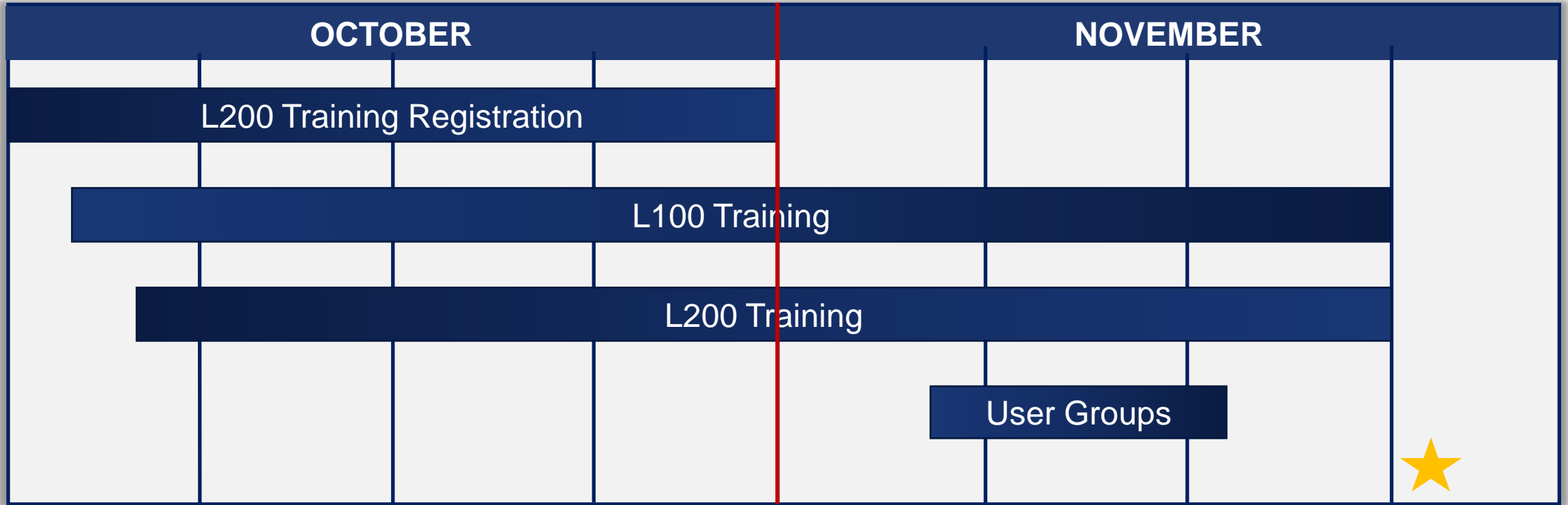
October 30, 2024

Agenda

- Welcome
- Timeline
- Training Updates
- Data Clean Up & Reminders
- User Groups
- Communication Toolkit
- Agency Readiness Scorecard Completion
- Questions



UAT & Training Deployment Schedule



We are here!

Go-Live: November 25

- L100 Training Completion should occur **October – November 22**
- L200 Training Delivery will occur **October 7 – November 22**
- **User Groups** will occur in **November**
 - **HCM** – 11/6 & 11/18
 - **FIN** – 11/14 & 11/19

L100 Instructor-Led Training Attendance Metrics

The below chart indicates the current progress of training attendance.

Course	Total Number of Attendees	Number of Requested Users on Registration	Percentage of total attendees to expected users
Managing Job	411	512	80%
Personal Data	371	512	72%
Position Management	259	483	54%
Position Approvals	202	483	42%
AM Approvals	164	202	81%
eProcurement	643	2439	26%

Note: Agency goal is 80% attendance

Additional L100 Instructor-Led Training Sessions

- There will be additional training sessions for the following modules:
 - **Managing Job** – 1 Class
 - **Personal Data** – 1 Class
 - **Position Management** – 1 Class
 - **Position Approvals** – 1 Class
 - **eProcurement** – 2 Classes

**Dates : TBD*

- **Additional Ask:**

- Please contact your agency users and remind them to sign up for any training they may have missed.

We Heard Your Feedback!

Thank you for attending the ILT training and providing feedback!

What Went Well?	Feedback: Accommodated	Feedback Noted: Not Addressed
<p>✓ 83% of users felt that ILT training was helpful in preparing them for Go Live</p>	<p>✓ Q&A was activated</p> <p>✓ Some users had trouble getting into class <i>—so, more courses have been added.</i></p> <p>✓ Posting updated transcripts for L100 classes</p> <p>✓ Users can adjust accessibility as needed <i>— (slide added in ILTs)</i></p>	<p>X Request for system demos and hands-on time</p>

L100 eLearning Deployment



Recordings will be posted!

HCM - Cross Module

Click on the support material of your choice below.

Infographics

- Core-CT Fluid HRMS Approvals
- Core-CT Fluid Navigation (PUM)
- Core-CT Fluid HRMS Time Approvals
- Core-CT Fluid HRMS Time Entry
- Saving Favorites

eLearning Modules

- L100 HR Navigation Overview
- L100 HR Navigation Overview Transcript
- L100 Approvals
- L100 ePay Self Service
- L100 eProfile Self Service
- L100 Life Events Self Service
- L100 Open Enrollment Self Service
- L100 Time and Labor Self Service

FINANCIALS - Cross Module

Click on the support material of your choice below.

Infographics

- CORE-CT Fluid FIN Navigation
- CORE-CT Fluid FIN Approvals

eLearning Modules

- L100 Financials Navigation Overview
- L100 Financials Navigation Overview Transcript
- L100 Financials Approvals

You can find the eLearning L100 Training Videos on the:

Core-CT PUM Upgrade Training and Support page

HCM
Cross Module

FINANCIALS
Cross Module
Strategic Sourcing
eProcurement

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**

* If not approved by the cut-off date – the transaction will NEED to be reinitiated.

* If the name/address change came from employee– the HR specialists will be responsible for recreating the transaction.

Reminders



Monday Nov 18	Tuesday Nov 19	Wednesday Nov 20	Thursday Nov 21	Friday Nov 22	WEEKEND	Monday Nov 25
<p style="text-align: center;"><u>Retro Calc</u> <u>Runs</u></p> <p>Process will run Monday night</p>	<p style="text-align: center;"><u>Review Retro</u> <u>Report</u></p> <p>Core-CT HRMS> Payroll for North America>Retroactive Payroll >Retro Benefits/Deductions> Reports>Retro Ben</p>	<p style="text-align: center;"><u>Payroll</u> <u>Confirm</u></p> <p>View-only access until 2pm</p> <p>HCM lockout at 2pm</p>	<p style="text-align: center;"><u>System</u> <u>Lockout</u></p> <p>Beginning at 12 noon</p>	<p style="text-align: center;"><u>System</u> <u>Lockout</u></p>		<p style="text-align: center;"><u>Core-CT</u> <u>is live!</u></p> 

HCM User Groups

User Groups for HCM will occur on: **November 6th & November 18th**

The modules that will be covered:

November 6 th & 18 th	
Navigation	Pension / RSD
Approvals	Time and Labor
Benefits	TRS
Human Resources	EPM
Payroll	Help Desk
CO-1092 - Security Approvals	

FIN User Groups

User Groups for Financials will occur on: **November 14th & November 19th**

The modules that will be covered:

November 14 th	November 19 th
Navigation and Approvals	Navigation and Approvals
eProcurement	Accounts Receivable
Purchasing	Billing
PCard	General Ledger
Supplier Contact Mgmt / Budget Workbook	Grants
Accounts Payable	Project Costing/Customer Contracts
Asset Management	EPM
EPM	Help Desk
Help Desk	CO 1092- Security Approvals
CO 1092- Security Approvals	

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 eLearning Courses Posted & L200 ILT Attendance
- Data Clean Up
- Core-CT User Groups: Functionality Updates
- System Lockout and Payroll Confirmation Date
- Core-CT Go Live Announcement

The screenshot shows a webpage titled "Core-CT Modernization". It features a "Useful Links" section with two links: "Core-CT Agency Appointed Change Agents" and "Core-CT PUM Upgrade Training Registration". Below this is a "Change Agent Meetings" table with the following content:

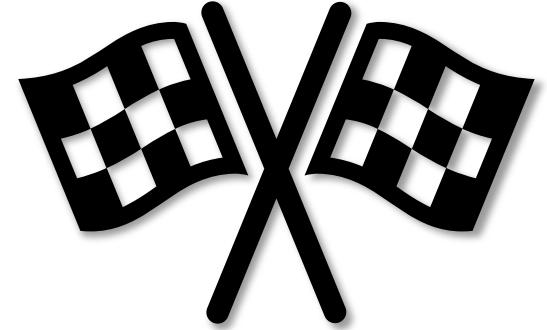
Change Agent Meetings	
Meeting Date	Content
October 30, 2024	Content – 10:00-11:00 AM Click here to Register



Will be located here by 11/1

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 18
- 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 18 Checkpoint
1	Communications	Which Agency do you represent for this survey?	X		
2	Communications	Have you communicated L200 ILT registration with your users?	X		
3	Communications	Have you communicated the posting of L100 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 system lockout 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? - Check all that are completed.</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? - Check all that are completed.</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](#)

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. Scores will be reported by category.

Checkpoint 1 – November 1		Checkpoint 2 – November 11			Checkpoint 3 – November 18			
Comms	Security	Comms	Security*	Training	Comms*	Security	Training	Data Clean Up
Over 80% complete								
Between 50 and 80% complete								
Less than 50% complete								

Please Complete the Agency Readiness Scorecard by 11/1



[Please Complete The Readiness Survey](#)

Questions

