MESSAGE FROM THE SPONSORS

Onboarding Improvements
As the new FOM Processes and UCPath solution details emerge, we are taking note of some of the efficiencies and benefits. We’d like to share a few with you. The onboarding process has been a source of concerns by both departments and new hires. The Project team has focused on identifying ways to improve the process, and have identified over a dozen ways to make things better. They include reducing the ‘run around’ effect and consolidating most of the onboarding activities to one place. New hires will have their NET ID and email address ready when they arrive, no waiting.

There will be three New Employee Onboarding Centers (NEO) operated by the Shared Services, and each will offer a warm welcome, support for completing paperwork and signing up for benefits, etc. There will be more convenient background check process, and electronic signature functionality allowing many items requiring signature can be completed in advance.

There will be checklists for the new employee, the SSCs, and the departments so nothing falls through the cracks. The team is building a new employee web portal to provide comprehensive information for new Highlanders. We are not waiting for go-live because many things can be improved now.

Direct Access to UCRs Data in UCPath
We wanted to confirm to you that UCR Depts and org units will be able to grant view only access to UCPath through EACS. Access can be granted to common subject areas such as HR, Payroll, and FAU information. Departments may also control the populations a user can view. For example, a user may be able to see an entire org unit, or employees in a certain department. In general, access will mirror the accountability structure currently in use.

Users granted access will be able to see everything they need to see to do their jobs while protecting confidential data. Users who have requested transactions through Service Link will be able to verify the results of their request. UCPath information will also be stored in HRDW and SUPERDOPE for reporting and will be refreshed nightly.

Time and Attendance Reporting
One of the most significant improvements is automated timesheet submission after approval by a supervisor. For monthly (exempt) employees, this enhancement will eliminate approximately 97% of manual reviews by payroll administrators. This new TARS functionality will provide shared services centers capacity (time) to focus on other tasks requiring professional review and expertise.

FOR COMMENTS OR QUESTIONS EMAIL AT: fomucpath@ucr.edu
One primary goal of UCR Future Operating Model is the enhancement of campus Onboarding of new employees. The objectives of UCR’s enhanced Onboarding environment include improving new employee orientation to UCR services, enabling “day one” effectiveness, and providing employees with a warm welcome & reception to UCR.

After a series of planning meetings and discussions, UCR’s four Shared Services Centers have agreed to the following vision for campus Onboarding Centers:

- UCR will utilize three Onboarding Centers as noted below:
  - R’SSC (BAS)
  - Harvest (CNAS)
  - Citrus (UNEX)

*The POSSE (BCOE) Service Center will utilize one of Onboarding Centers noted above*
- Standard suite of Day One services
- “One Process, One Tool, One Technology”
- Process and service consistency and integrity across the three onboarding centers

More Onboarding Center information will be provided in the months ahead as planning for services, tools, websites, etc. is completed. For more information, please email fomucpath@ucr.edu.

**READINESS NETWORK LAUNCH**

The FOMIUCPath Readiness Network was launched in May. The kick-off event included discussions of the roles and responsibilities of Readiness Liaisons and Readiness Agents, the communication materials that will be provided on a monthly basis, and the overall project timeline and milestones. Importantly, the monthly Financial and Human Resources Officers Group (FHROG) meetings will be utilized for Readiness Network interactions.

Readiness Network materials will be distributed during FHROG meetings, and important issues, progress, challenges and milestones will be discussed over the next nine months or so. Individuals may contact Llyle Morgan (llyle.morgan@ucr.edu) to discuss the Readiness Network, monthly communications and change management efforts.

**KNOWLEDGE TRANSFER SESSIONS**

Beginning in January of this year, the FOM / UCPath project team has hosted 15 Knowledge Transfer events. During these meetings, information on the project, new campus processes, along with timelines and milestones have been shared with overall 700+ campus employees, including staff and leadership from UCR’s new Shared Services Centers and their client colleges, professional schools, and administrative units. The Knowledge Transfer 2 (KT2) sessions have also included answers and feedback to questions received during Knowledge Transfer 1 (KT1) sessions. All FAQ’s with answers as well as slides used for each Knowledge Transfer session can be found at the Change & Communication Website (fomucpath.ucr.edu).

The following table provides information on the FOM / UCPath Knowledge Transfer Events:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COMPLETED</th>
<th>PLANNED</th>
<th>ATTENDANCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>KT1</td>
<td>10</td>
<td>0</td>
<td>Approx. 525</td>
<td>1 per SSC, UCRFS &amp; PPS User Groups Included</td>
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<tr>
<td>KT2</td>
<td>5</td>
<td>7</td>
<td>So far: 187</td>
<td>POSSC scheduled for June 1, ABSSC TBD</td>
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<tr>
<td>KT3</td>
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<td>7</td>
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<td>Estimated to begin in July / August</td>
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