



UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Office of the
Vice Chancellor for Finance and Administration

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MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Human Resources Information Systems Sponsors
Ned Brooks, Associate Provost NB
Laurie Charest, Associate Vice Chancellor for Human Resources LC
Steve Jarrell, Executive Director, Administrative Information Services SJ
Roger Patterson, Associate Vice Chancellor for Finance RP

DATE: June 30, 2000

SUBJECT: Implementation of Phase I of the Human Resources Information System (HRIS)

As a part of Finance and Administration's efforts to improve key services, a team was chartered to improve campus access to human resources information. The team evaluated and recommended integrated systems and processes for collecting, maintaining, and disseminating information about employees, both EPA and SPA, as well as other Human Resources and funding information. The group based its recommendations on systematically collected feedback from end users of Human Resources information – our customers.

After an extended period of parallel testing, we are happy to announce that implementation of Phase I of this new HRIS system will occur on July 17, 2000, for SPA permanent personnel actions effective on or after July 3, and after the upcoming BD119 process for EPA actions.

As Deans, Directors, and Department Heads, your input to this design was invaluable because your decision-making processes drive the information needs of the Human Resources Information System. This was an opportunity to ensure that your vision for the future of the University is taken into account as we continue to upgrade major University systems and identify the data elements that are necessary for your reporting needs.

To prepare for this transition, the HRIS team has been conducting training of human resources facilitators over the past months. A help desk will be provided by the Employee Records Department in the Office of Human Resources for anyone who may need assistance. The help desk phone number is 96-ASK-US (962-7587).

Attached to this memorandum is a list of some of the features that will be available in Phase I of HRIS. Also attached is a list of those departments who have already attended HRIS training.

Your active support is critical to the success of this transition. Therefore, we encourage you to assist your key personnel in using HRIS to achieve the full benefits of the system. Thank you for your support in this important effort to improve key services to UNC-CH.

Attachments: Human Resources Information System - Features
Departments that have attended HRIS training

CC: Human Resources Facilitators

DEPARTMENTS THAT HAVE ATTENDED HRIS TRAINING

2221	VC for University Advancement	5401	Institute of Government
2227	Investment Office	5505	Academic Affairs Library
2228	Human Resources	5520	Law Library
2236	Contracts & Grants	5525	Health Affairs-Division Library
2244	Financial Systems	7110	Facilities Services Division
2245	Systems & Procedures	7602	Public Safety
2251	Administrative Information Services	8120	Auxiliary Enterprises-General Admin
2307	Community Relations	8121	UNC One Card Office
2426	Student Health Service	8400	Photocopy Support Service
3103	Academic Technology & Networking	8515	Printing and Duplicating
3201	College of Arts & Sciences	8911	Morehead Planetarium
3215	Communication Studies	8931	Laundry Department
3225	English	8986	Public Safety
3228	Linguistics	9801	Athletics (9801-9895)
3229	Germanic Languages		
3258	Psychology		
3265	Chemistry		
3276	Computer Science		
3279	Public Policy Analysis		
3291	History		
3292	Phys Ed, Exercise & Sport Science		
3301	Kenan-Flagler Business School		
3401	School of Education		
3501	School of Journalism		
3601	School of Law		
3701	School of Information/Library Science		
3801	School of Social Work		
4101	Vice Provost for Health Affairs		
4201	Medical School, Administration		
4208	Microbiology & Immunology		
4210	Curriculum in Toxicology		
4212	Biochemistry		
4220	Pharmacology		
4226	Comprehensive Cancer Center		
4228	Medicine		
4232	Family Medicine		
4236	Obstetrics and Gynecology		
4244	Ophthalmology		
4248	Pediatrics		
4257	TEACCH Division		
4264	Surgery		
4268	Anesthesiology		
4284	Division of Teaching Laboratories		
4301	School of Dentistry (4301-4375, 5140)		
4401	School of Nursing		
4501	School of Pharmacy		
4601	School of Public Health		
4610	Health Policy & Administration		
4620	Biostatistics		
4630	Environmental Sciences & Engineering		
4635	Epidemiology		
4640	Health Behavior & Health Education		
4660	Nutrition		
4910	Carolina Population Center		
4950	Sheps Center for Health Services Research		
4974	Injury Prevention Research Center		
5245	Frank Porter Graham Child Development Ctr		

HUMAN RESOURCES INFORMATION SYSTEM - FEATURES

Implementation of Phase I of the new Human Resources Information System (HRIS) will occur July 1.

- Beginning July 3, trained HR Facilitators with HRIS access will be able to view and update departmental personal data (see chart below).
- Facilitators will not be able to initiate personnel transactions between July 3 and July 16 in HRIS.
- Beginning July 17, trained HR Facilitators will initiate in HRIS all SPA permanent personnel transactions effective on or after July 3.
- Until trained, other HR Facilitators will process transactions as they currently do. Office of Human Resources staff will then process those transactions in HRIS.
- Training will continue throughout the fall until all current Facilitators are trained. Training will be on-going as new HR Facilitators are appointed.
- To schedule training, contact Kathy Dutton at 962-3895 or at kathy_dutton@unc.edu.

HRIS represents a major technological improvement. Some of the benefits of this system include:

- More comprehensive, current, and accurate information accessible by your department
- An integrated data system that includes position, employee, and funding information
- On-line capabilities to produce departmental personnel and funding reports
- Established workflows to guide the user more efficiently through personnel transactions
- A significant reduction in the duplication of records and transaction entry
- Electronic processing that saves paper and improves efficiency

DATE	PROCESSES AVAILABLE TO DEPARTMENTS
July 3, 2000	<ul style="list-style-type: none"> • Organizational Reporting Relationships Updating • Employee Information/Contact Information Updating • Department/Employee Location/Address Reports • New Employee Orientation Scheduling • Probationary Period Tracking • Department Equity Reports
July 17, 2000	<ul style="list-style-type: none"> • SPA permanent personnel transactions (formerly PD-105 actions) • Encumbrance of SPA permanent personnel funding • SPA position actions (formerly PD-118 actions)
August 2000	<ul style="list-style-type: none"> • HRIS training will resume • SPA temporary employee transactions • Encumbrance of SPA temporary personnel funding • Hiring Requisition (formerly HR-1)
Fall 2000 (dates TBA)	<ul style="list-style-type: none"> • EPA personnel transactions (after BD119 processing) • Encumbrance of EPA personnel funding • Rapid Reply Requests
TO REPORT PROBLEMS OR ASK QUESTIONS ABOUT HRIS, CALL 96-ASK-US	