



CASE

MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES



HCM – Human Capital Management

HCM

What is HCM?

HCM – Human Capital Management

New Payroll and Human Resources System

Paperless Payroll System – must enroll in Direct Deposit or receive Power Pay Card

Provides on-line HR and Payroll information for each employee

Deposits can be made to up to five different accounts.

HCM ERP Website

Dear Case Employee,

Phase Two of the PeopleSoft ERP implementation, Human Capital Management (HCM), will be going live on January 4, 2005. As part of this implementation you will no longer receive your pay information via an email from ePay@case.edu. Instead, this information will be available to you within the PeopleSoft HCM application. Beginning with the January 15 pay date (or January 31, depending upon your pay frequency), an email will be sent indicating when your current pay information is available to be viewed within PeopleSoft. To access your pay information, you may log into PeopleSoft using your Case Network ID and password. For more information on this process, please refer to the quick reference guide attached to this email or visit our website at www.case.edu/projects/erp

The second attached file is a quick reference guide outlining the procedure for reporting time within the PeopleSoft HCM application.

All employees will receive an email containing the URL to the PeopleSoft HCM application by 8:30am on January 4, 2005.

If you have any questions, please feel free to email the ERP Team at ERPHCM@case.edu.

Thank you in advance for your continued support,

Jack J. George
ERP Project Director

Carolyn Gregory
Assistant Vice President, Human Resources

HCM

Welcome to PeopleSoft HCM

Welcome to PeopleSoft Human Capital Management!

PeopleSoft HCM, phase two of Case's Enterprise Resource Planning (ERP) project, will go live at 8:30 a.m. on Tuesday, January 4, 2005. This powerful, secure web-based system will provide employees with on-line access to pay and benefit information and features significant improvements to time and attendance tracking and timesheet processing.

The Uniform Resource Locator (URL) to access PeopleSoft HCM is as follows: www.case.edu/erp/hcm

You may want to save this URL as a favorite in your web browser. When the sign in page appears, enter your Case Network ID and password (this is the same information that you use to check your Case email). Once you sign in, click on the blue link to go to the "Confidentiality Agreement." Please read the document and click the indicated check box if you agree to comply with the terms. At the bottom of the page, you will see an "EmplID" number along with your name. This is your official PeopleSoft employee identification number, which will be used instead of your social security number for most payroll, benefits and time-entry transactions. Once you have checked the box, click OK on the next screen. You will be transferred to the Employee Home page and may now proceed to navigate within PeopleSoft HCM.

During the first weeks, we anticipate a period of adjustment as people become comfortable navigating in PeopleSoft. Please be assured that the ERP team is committed to meeting your support and service needs during this time. To ensure a prompt response to your questions, the ERP team has partnered with the Case Help Desk to coordinate and to escalate support efforts. If you have trouble logging in to PeopleSoft HCM or have other HCM-related questions or problems, please call the Case Help Desk at 368-4357. This will allow us to monitor the issues that users have identified and to resolve them more effectively. A "frequently asked questions" list and quick reference guides are available for your use at the following: www.case.edu/projects/erp/hcm-faq.html

Additionally, the ERP team will hold a number of open lab sessions across campus to allow individuals to work with HCM team members to become more familiar with the new functionality that PeopleSoft offers. The times and locations for these open sessions are posted on the ERP project web site at: www.cwru.edu/projects/erp

We believe that this project will benefit all of us here at Case, and will be an important driver for Case's mission to become the world's most powerful learning environment.

Quick Reference List: PeopleSoft HCM Link: www.case.edu/erp/hcm

HCM

Confidentiality Agreement

Human Capital Management

Confidentiality Agreement I understand that employee information from any source and in any form is confidential and is available to me solely for the performance of my official duties as a Case employee or affiliate. I shall protect the privacy and confidentiality of employee information to which I have access and shall use it solely for the performance of my official duties. I agree NOT to access information about employees outside of my unit of responsibility.

I FURTHER AGREE THAT:

1. I WILL only access information I need to do my job.
2. I WILL protect the privacy of employee information.
3. I WILL keep my PeopleSoft password secret and I will not share it with anyone.
4. I WILL log off any password protected applications before leaving my workstation.
5. I WILL tell my supervisor if I think someone knows or is using my PeopleSoft password.
6. I WILL NOT show, tell, copy, give, sell, review, change or delete any confidential information unless it is part of my job. If it is part of my job to do any of these tasks, I will follow the appropriate departmental procedure (such as shredding confidential papers before throwing them away).
7. I WILL NOT misuse or be careless with confidential and sensitive information.
8. I WILL NOT use anyone else's password to access PeopleSoft.
9. I WILL NOT share any confidential or sensitive information, regardless of my employment or affiliate status with Case.
10. I AM RESPONSIBLE for any access using my PeopleSoft password.
11. I AM RESPONSIBLE for my use or misuse of confidential information.
12. I AM RESPONSIBLE for my failure to protect my PeopleSoft password or access to confidential information.
13. I KNOW that my access to confidential information may be audited.
14. I KNOW that confidential information I learn on the job does not belong to me.
15. I KNOW that Case may take away my access to PeopleSoft at any time.
16. I WILL tell my supervisor if I think someone else is violating this agreement.

Failure to comply with this agreement may result in disciplinary action regarding my employment at Case and/or civil or criminal legal penalties. By checking the box below, I agree that I have read, understand and will comply with this agreement.

EmpIID: xxxxx

I have read, understand and will comply with this agreement. ase - Human Resources Departments

HCM

Information Available to Employee

Employee Personal Information

- Personal Information
- Benefits
- Payroll and Compensation
- Time Reporting

HCM

Time Entry

Non-Exempt Staff Time Entry

- Instead of Time Sheets, employee enters time worked, holiday, vacation, and sick on HCM
- Employee also enters departments and projects where salary is to be charged
- Time entry screens will not populate each month. All information must be entered each month.

Exempt Staff Time Entry

- Employee enters time off – vacation and sick

Student Employee Time Entry

- All student employees must enter time worked
- If a student is eligible for work study, the system will charge the appropriate work study account

Time Approval

- Responsibility of the Supervisor to review employees time and “sign-off” on it.

HCM

Important Items to Remember

Currently, most /supervisors are not in system as approvers.

Vacation and sick time may not be accurate as of January 2005.

If someone other than supervisor should approve time, please inform Administrative Services. Approver must be Case employee.

Confidentiality Agreement should be taken seriously. If an employee is found to be in violation of the agreement, they can be terminated.