

From: owner-HAWKFIN-L@listproc.cc.ku.edu on behalf of Hanson, Jennifer [jjhanson@ku.edu]
To: HAWKFIN-L
Cc:
Subject: Financial System Upgrade Overview schedule announcement

Sent: Mon 7/7/2008 11:18 AM

The following dates and times have been reserved for the overview sessions related to the financial system upgrade.

Current users are required to attend one of these sessions in order to maintain their access to the financial system. Information will be obtained from the attendees at the end of each session to be used to assign access to the new system. Please plan to stay for the full session.

*Also, there is no reservations for these sessions - A first come basis for seats. When the room is full, we will ask folks to attend the other sessions. So far we have not hit a seating capacity for other presentations.

JULY

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8	9 9.0 Overview 2:30 to 4:30 PM 150 JRP Auditorium	10	11 9.0 Overview 2:30 to 4:30 PM 150 JRP Auditorium
15 9.0 Overview 9:30 to 11:30 AM 150 JRP Auditorium	16	17 9.0 Overview 9:30 to 11:30 AM 150 JRP Auditorium	18
22	23	24 9.0 Overview 9:30 to 11:30 AM 150 JRP Auditorium	25

These sessions will be used to acquaint current users with **changes in navigation and field placement**. Basic business rules, policies and procedures have not changed and will not be addressed in these sessions unless a significant change has occurred due to the upgraded system.

The sessions will begin promptly at the designated time. The room will seat approximately 100 attendees.

Sign up sheets will ask for user's Main DEPTID number, Department name (no acronyms please) and their main department's office location (Room # and Building name).

At the end of each session, an additional 30 minutes (4:30 to 5:00 PM or 11:30 to Noon) will be available for more detailed questions. This time is optional for the attendees.

After July 23, we will provide one-on-one assistance for current users that need additional help. Those times will be made available to users later this month. The location will be the Administration and Finance Training Room – 31 Carruth-O'Leary.

After July 23 (dates to be announced later as well), we will resume financial system training for new users.

Users can view system change documentation available on the web.

http://www.comptroller.ku.edu/financial_systems_administration/people_soft_9/what_is_new.aspx