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Visit the [PeopleSoft page](#) on the Intranet for copies of all “HR Info at a Glance” newsletters and other important information.

SHARE WITH EMPLOYEES

TAKE ACTION

COMMUNICATIONS

A PeopleSoft HR Info at a Glance like this one will be sent to you each week between now and the go-live. It will highlight important information and provide just-in-time updates. Watch for these messages!

Information will also appear in *The Leader's Edge*.

Share information from the weekly updates with all of your staff.

Encourage employees to read entity newsletters and look at other communication channels, like the Intranet, for timely updates.

Submit any questions via the "Comments" box at the bottom of the [PeopleSoft page](#).

HR FUNCTIONS

PeopleSoft will replace the Lawson system for HR functions, including:

- Employee Self-Service (ESS)
- Manager Self Service (MSS)
- Baptist Health University (BHU)

Commonly used HR functions will have a new look and feel starting in January. There will also be a new, paperless performance evaluation tool.

Ensure that your staff is aware of the upcoming change. Refer employees to the [PeopleSoft page](#) on the Baptist Health intranet for more information.

Your HR Site Director is a PeopleSoft Change Champion and can help to get information as you need it.

ONE LOGIN

PeopleSoft will use your "AD" login and password, so there is no need to remember a different set of credentials.

Highlight this feature at your next staff meeting. Your employees will be able to access ESS, MSS, BHU and much more on a single dashboard.

Please make sure that all employees are aware of this change and know their log in information.

TRAINING

Training will begin in mid-November, so that you and your staff can learn key functions. Most of the training is via e-learning, but for MSS, live, instructor-led training will be offered as an alternative to e-learning.

More information about training will be available in a mid-November edition of PeopleSoft HR Info at a Glance.

When notified that training courses are available, register for the courses in BHU and encourage your staff to do the same.

If you prefer to attend live training for MSS when it becomes available, be sure to register early because space is limited.

| | SHARE WITH EMPLOYEES | TAKE ACTION |
|---|--|--|
| <p>THIS WEEK'S TOPIC</p> <p>The new Performance Management system is in the spotlight this week. The new system is automated – no more paper!</p> <p>You and your employees will use the new system for all 2015 employee evaluations. The system will open for your use in mid-December 2014 for performance evaluations due January 2015.</p> | <p>Advise employees of the new evaluation process that will be in place for 2015.</p> <p>Highlight the benefits of the new process. It is easy to use, paperless, relevant and timely.</p> | <p>Be sure to familiarize yourself with the new system. We'll let you know how to access it when it opens for your use.</p> <p>E-learning will be available (see below) and your HR Site team is a resource.</p> |
| <p>CRITERIA</p> <p>Evaluations are based on 10 Essential Job Functions and Employee Competencies</p> <p>Remember the work you did to update job descriptions? It's the basis for the new employee evaluations. 50% of every employee's evaluation score will be based on the 10 essential functions of his/her job.</p> <p>The other 50% of the evaluation score is based on Baptist Health's 10 core competencies for employees.</p> | <p>Starting with employees whose anniversary dates occur early in calendar year 2015:</p> <ul style="list-style-type: none"> Review the new job descriptions with your staff. Review the Employee Core Competencies with your staff. | <p>Information on the 10 Core Competencies for employees is available on the intranet. Your entity's Employee Development Specialist is also a great resource.</p> |
| <p>SELF-EVAL OPTION</p> <p>Employees may complete a self-evaluation. Although optional right now, it's highly recommended. The self-evaluation is completed online and employees will be sent a reminder email to complete their self-evaluations.</p> | <p>Ensure that employees are aware of the self-evaluation option.</p> <p>Entity-based support will be offered for employees who need help to complete a self-evaluation.</p> | <p>Encourage employees to use the self-evaluation.</p> <p>Familiarize yourself with the process through the training course for leaders – see below.</p> |
| <p>TRAINING</p> <p>E-learning courses for leaders and employees will be offered.</p> <p>There will be one course for leaders and another course for staff available on BHU in late November.</p> | <p>Advise staff now that an e-learning course will be offered; encourage them to take it before their evaluation is due.</p> | <p>Set aside time before the end of the year to take the e-learning course for leaders, especially if you have employees with anniversary dates early in 2015.</p> |

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THIS WEEK'S TOPIC

This week, it's all about **Self-Service: Manager Self-Service (MSS) and Employee Self Service (ESS)**. Both will be delivered through PeopleSoft, starting on January 2.

The new ESS will be available on January 2.

E-learning courses will be posted in BHU so that employees can be familiar with ESS.

Be ready for the new MSS, available on January 2.

- **E-learning** – Learn at your own pace and schedule.
- **Live Training** – A limited number of 6-hour “live” classes will be available.

NEW FEATURES

Just a few of the new ESS features:

- Submit “life event” changes
- Start your self-evaluation
- Make PTO donations online

Just a few of the new MSS features:

- “Manager’s Dashboard” provides staff information at a glance
- Keep job descriptions up to date
- Manage employee learning

ESS offers you the ability to do more online. **When at work, you’ll still access ESS through the link on the Sun Page.**

PeopleSoft’s MSS has many new features. Some terminology is different and certain processes, such as position control are new.

Access to ESS from home is changing; starting Jan. 2nd, you will use “**multifactor authentication**” (MFA) when logging on from home. Learn about MFA by [clicking here](#). Please also share the MFA information with your staff.

TRANSITION TIME

In order to move information from Lawson’s self-service functions into PeopleSoft, **there will be a blackout period for MSS and ESS from Dec. 9 (11:59 p.m.) until Dec 14.**

After Dec. 14, MSS and ESS in Lawson will be “read only.”

ESS will be unavailable during the blackout period

If you need information such as a copy of your paycheck or current PTO balance, be sure to download it before the blackout period begins.

MSS will be unavailable during the blackout period “read only” until Jan. 2

Transactions effective 1/1/15 or earlier should be submitted before the blackout period begins.

TRAINING

Training and other resources will help you get to know the new ESS and MSS.

Be sure to enroll in training – it’s the best way to get the most information about the new systems.

ESS e-learning will be available through BHU in December.

Don’t forget that the new ESS opens for your use starting on January 2, 2015!

MSS e-learning will be posted in December.

The 6-hour live training option will be offered in mid-December for those who prefer instructor-led training. Space is limited and registration is required for the live MSS class.

This week's newsletter focuses on the most **visible improvements and changes** that you and your employees will experience when **PeopleSoft is live Jan. 2, 2015.**

| | WHAT'S NEW? | WHAT IT MEANS | RESOURCES |
|-------------------|---|---|--|
| FOR ALL EMPLOYEES | Multi Factor Authentication (MFA) | Beginning Jan. 1, you will use Multi Factor Authentication (MFA) when you are outside Baptist Health's Network in order to log on to Baptist Health systems, including ESS and MSS. MFA will replace tokens for remote access and is designed to ensure greater security. | Click here for the MFA website* |
| | First Paycheck of 2015 <i>no benefits deductions</i> | Except for contributions you make to your retirement plan(s), such as your 403(b), there will be no benefits (e.g., medical plan contributions) deducted from your Jan. 2 paycheck. The reason – there are 27 pay periods in 2015, and benefits are deducted from just 26 paychecks. | More info will be sent to employees in December |
| | PTO Donations <i>how they are calculated</i> | With PeopleSoft, PTO donations will now be hour-for-hour. In other words, when you donate PTO to a colleague, the hours will transfer irrespective of differences in the donor and recipient's pay rates. | ESS e-Learning |
| | Dashboard <i>data at-a-glance</i> | Employees and leaders will have a PeopleSoft "home page" that can be customized. Referred to as "My Page," it is an at-a-glance view of key information. | ESS and MSS e-Learning |
| | Performance Evaluations <i>entirely new, online process</i> | Employees can use a self-evaluation. The entire process is automated. Evaluations are based on the 10 Core Competencies and 10 Essential Job Functions. | More info will be sent to employees over the next several months. |
| FOR LEADERS | Position Management <i>approvals required to create or modify a position</i> | Position Management is a new process that is part of PeopleSoft. Approvals are needed before adding new jobs and/or requesting job openings in a department. This is an important expense control measure. | MSS e-Learning or live training |
| | Personnel Action Form <i>no longer used for employee status, shift, or weekend contract changes</i> | With PeopleSoft, changes to employee status, shift or weekend contract can be initiated and processed in the system. The Personnel Action Forms (PAFs) will no longer be used for these changes. | MSS e-Learning or live training |
| | Modified Full Time (MFT) <i>designation eliminated</i> | The PeopleSoft system does not allow for a "modified full time" setting. MFT employees will instead be designated Full Time; however, they will retain their current "hours" designation. This change will not impact pay or benefits. | MSS e-Learning or live training |
| | New Job Codes and Business Units <i>in Kronos and ANSOS</i> | The first paycheck produced by PeopleSoft will be Jan. 2. In preparation for that payroll cycle, Kronos clocks will be updated with PeopleSoft business units and departments as of Sunday, Dec. 14. This will impact employees who transfer hours worked to an alternative business unit/department. | Click here to access the PeopleSoft GL Department Crosswalks** |

VISIT THE [PEOPLESOFT PAGE ON THE INTRANET](#) FOR MORE INFORMATION OR TO SUBMIT A QUESTION.

*Visit baptisthealth.net/MFAInfo for more information about MFA

**To view all account crosswalks, type "PeopleSoft" in your Intranet browser and click on "Crosswalks"

SHARE WITH EMPLOYEES

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THIS WEEK'S TOPIC

Updates to Kronos Clocks

The first changes related to the HR implementation of PeopleSoft will be noticed **on December 14**. In preparation for the first payroll cycle of 2015, **all Kronos clocks will be updated with PeopleSoft's business units and department numbers.**

New PeopleSoft business unit and department numbers will be updated on the Kronos clocks starting December 14. This will affect employees who perform "worked hour" transfers at the clock to be used for Payroll processing in PeopleSoft.

Familiarize yourself with PeopleSoft's business unit and department codes. In addition to the [crosswalks published on the PeopleSoft site](#), there will be informational posters beside the timeclocks. You can refer to these crosswalks:

[PeopleSoft GL Department Crosswalk](#)

[PeopleSoft GL Business Unit Crosswalk](#)

OTHER IMPACTS

The ANSOS system, which relies on Kronos data, will also be affected by this change.

Please **ensure that employees who work with ANSOS are aware of this change** and understand how it may affect their work.

The PeopleSoft page has a useful [general ledger crosswalk](#). The page also has a [directory of contacts](#) who can help with specific system questions.

HELPFUL RESOURCES

Every entity has a team of **Kronos Champions** who will support leaders and employees during this transition. To help you spot them, your champions will be wearing PeopleSoft T-shirts. In addition, **informational flyers/posters will be placed alongside the timeclocks.**

Provide your staff with the new business unit and department codes for your area.

Consider posting a list of any business unit and/or department numbers that are frequently used by your staff.

Prepare your staff for the upcoming change by ensuring that they are aware in advance of December 14.

Also, be sure to inform your employees of availability of Kronos Champions to help them through this transition.

QUESTION

ANSWER

MORE INFORMATION

| | | |
|--|--|---|
| <p>How will I learn to use the PeopleSoft System?</p> | <p>e-Learning for ESS and MSS is now available in BHU.</p> | <p>Log in to BHU, click "Catalog" and search for "PS ESS" or "PS MSS"</p> |
| <p>How will I access ESS (or MSS)?</p> | <p>Click the "Employee and Manager Self-Service" button on the Intranet homepage, just as you do now. As of Jan. 2, the button will take you directly to PeopleSoft.</p> | <p>Use the same log-in credentials (username and password) you use to log in to your Baptist Health computer.</p> |
| <p>Can I still use Lawson ESS until PeopleSoft is live on Jan. 2, 2015?</p> | <p>Lawson ESS will <u>not</u> be available from Dec. 9-14. It will be available again for changes from Dec. 14 – 22, and then in <i>read only</i> mode from Dec. 23 until Jan. 2.</p> | <p>The brief ESS downtime is necessary to transfer information from Lawson to PeopleSoft.</p> |
| <p>Will Lawson MSS be available until Jan. 2, 2015?</p> | <p>No; as communicated earlier, MSS requires additional downtime and will be inaccessible – no processing of new hires, transfers, shift changes through MSS – from Dec. 9 until PeopleSoft is live on Jan. 2.</p> | <p>Transactions not fully approved in MSS by 11:59 p.m. on Dec. 8 should be resubmitted on Jan. 2.</p> |
| <p>Can I access PeopleSoft's ESS or MSS when I am away from work?</p> | <p>Yes, but access will be different. You will need to register for "Multi Factor Authentication" (MFA) so that you can quickly be identified. Once registered, your access is quick, easy and more secure.</p> | <p>Watch for an email explaining how to register for MFA. Visit the MFA website now to learn more.</p> |
| <p>Will my paycheck change in any way?</p> | <p>PeopleSoft will not impact your paycheck, but the paycheck you receive on Jan. 2 WILL be different. There will be no benefit deductions in the Jan. 2 paycheck. 2015 benefit deductions will start in the Jan. 15 paycheck. NOTE: Deductions WILL be taken for retirement plan contributions, United Way, Sunshine Fund and all other non-benefit deductions.</p> | <p>There are 27 pay periods in 2015 and benefit deductions are taken from just 26 paychecks, which is why there are no such deductions in the first 2015 paycheck. This is not related to PeopleSoft.</p> |
| <p>What is different about PeopleSoft's ESS?</p> | <p>PeopleSoft's ESS is similar to Lawson, but allows you to do much more, including making PTO donations, processing life changes, registering for courses and completing your self-evaluation.</p> | <p>Visit the PeopleSoft page; click "videos" to view a short video about the new ESS.</p> |
| <p>Will I still have access to the Baptist Health Market via ESS?</p> | <p>Yes, the Baptist Health Market will be accessible via PeopleSoft's ESS just as it is now.</p> | <p>More information is available in the ESS e-learning course in BHU.</p> |
| <p>I heard that travel and expense reimbursement can be requested through the new ESS. How will this work?</p> | <p>Travel requests will be processed through ESS, as will requests for expense reimbursement. In addition, if you are enrolled in direct deposit, you will receive payment that way, instead of a check.</p> | <p>Learn more about travel and expense reimbursement in the ESS e-learning course in BHU</p> |
| <p>My evaluation is due in Jan. (or I am a leader of an employee with a Jan. evaluation) How can I complete it, if ESS is not available until Jan. 2?</p> | <p>For Jan. evaluations, the performance management tool can be accessed via a separate link which will be emailed to employees (and their leaders). Going forward, evaluations can be accessed via that link or a link in ESS/MSS.</p> | <p>Employees with January evaluations will receive an information email on or about Dec. 16. Their leaders will be notified by email on or about Dec. 29.</p> |

SHARE WITH EMPLOYEES

TAKE ACTION

THIS WEEK'S TOPIC

Baptist Health University will have many new features starting on Jan. 2.

PeopleSoft's Enterprise Learning Management system (ELM) integrates with Employee Self Service (ESS) and Manager Self Service (MSS) to make the BHU more user-friendly.

The new BHU will be operational on Jan. 2, 2015.

You can access BHU via ESS to search the course catalog, enroll in courses, and more!

Learn more about the new BHU and how to access its features.

Both the ESS and MSS e-learning courses include a module on Learning Management.

FEATURES

Easy access:

- The new BHU is accessed via the ESS link under Baptist Health University or through the PeopleSoft employee portal ("My Page").

Simple searching and enrollment:

- The course catalog is easy to search and enrollment takes just a few clicks.

Personalized preferences:

- Find courses that meet your learning needs and style.

The new BHU offers employees easier access to courses.

With a few simple clicks, employees can search, enroll, complete, or drop courses as needed.

Employees can set their own learning preferences to find the courses that are best for them.

Acquaint yourself with the features of the new BHU so that you can in turn support your employees to fully use this new tool.

In addition to the Learning Management modules in ESS and MSS training, see the **ESS and MSS Reference Guides** posted on the [PeopleSoft site](#).

ONE PASSWORD

The new BHU is integrated with PeopleSoft. **No separate sign-in is required.**

This enables leaders and employees to easily create and monitor learning plans and track course completions.

Since it is a part of PeopleSoft, there's no need to remember a different password for the new BHU.

Promote the benefits of the new BHU as a component of PeopleSoft.

Encourage your employees to take full advantage of the courses available and to create personalized learning plans.

LEARN MORE

Log into PeopleSoft on Jan. 2 to discover all that is new in the BHU.

In the meantime, enroll in ESS e-learning, where you'll find the "Managing Learning" module, full of useful information.

Entity HR teams are a great resource, too!

The new BHU will be live when PeopleSoft opens on Jan. 2, 2015.

ESS e-learning, now available through BHU, includes a module on learning management.

Your entity's HR Director is a Change Champion and a resource for PeopleSoft.

Encourage your employees to enroll in ESS e-learning and set aside time for them to complete the training before Jan. 2.

Direct your staff to the [PeopleSoft intranet site](#) to learn more.

This week's newsletter provides general PeopleSoft information and important go-live support resources
PLEASE BE SURE TO SHARE THIS INFORMATION WITH YOUR EMPLOYEES.

COUNTING DOWN TO GO-LIVE: *Important Reminders*

PeopleSoft's HR functions, including Employee Self Service (ESS) and Manager Self Service (MSS), will be live on Jan. 2, 2015.

- You can access ESS and MSS from the button on the Intranet (Sun Page).
- E-learning courses on ESS and MSS are available now in Baptist Health University (BHU).

The Jan. 2, 2015 paycheck will not have deductions for benefits.

- This is due to 2015 having 27 pay periods. Benefit deductions will be taken from the remaining 26 paychecks.
- You will be covered as of Jan. 1, 2015 for the benefits confirmed as your selections during open enrollment.
- Deductions for your 2015 benefits will start in the Jan. 15, 2015 paycheck.
- Note: Deductions will be taken from the Jan. 2 paycheck for retirement plan contributions, United Way, Sunshine Fund and all other non-benefit deductions.

If you want to access ESS or MSS from home or other non-Baptist Health locations, you'll need to register for multi-factor authentication (MFA). It's a must-have for off-site access.

- Learn more by visiting www.baptisthealth.net/mfainfo.

Starting Jan. 2, travel and expense reimbursement will be managed via ESS.

- Be sure to see the information about expense reimbursement in the ESS e-learning module now available in BHU.
- You can also learn more in the Employee Self Service Reference Guide found in the [Crosswalks/Info](#) section of the [PeopleSoft page](#). You'll also find a job aid called ***Creating a Travel Request***.

Now is a great time to visit the [PeopleSoft page](#) on the intranet.

- There is a wealth of information! Under the [Contact Info](#) tab, you'll find names of change champions listed by entity. The [Crosswalks/Info](#) tab has many resources, including PDF reference guides for both ESS and MSS (each with a clickable table of contents for easy navigation) and several job aids for common ESS and MSS tasks. There are short, engaging videos, too!

GO-LIVE RESOURCES:

Here's how you can get help with PeopleSoft starting on January 2, 2015

As of Jan. 2, many resources will be available if you need help as you begin to use PeopleSoft:

- Call the PeopleSoft Command Center: **786-533-4650 (or ext. 34650)** for issues or questions related to PeopleSoft.
 - Command Center hours:
 - Pay Weeks: Monday-Saturday 7am-7pm
 - Non-Pay Weeks: Monday-Friday 8am-6pm
 - Expanded hours (until 8pm) Jan 2nd-3rd & 5th-6th
- Log a Self-Service ticket by clicking the PeopleSoft Support button on the Sun Page.
- Visit the [PeopleSoft page](#) for more information, including:
 - A list of [Change Champions](#) for each entity
 - [Resources](#) to help you navigate ESS and MSS, and crosswalks to find department numbers in PeopleSoft

See "Announcements" on the [PeopleSoft page](#) on the intranet for copies of all "HR Info at a Glance" newsletters.

This week's newsletter provides general PeopleSoft information and important go-live support resources
PLEASE BE SURE TO SHARE THIS INFORMATION WITH YOUR EMPLOYEES.

COUNTING DOWN TO GO-LIVE: *Almost There!*

PeopleSoft's HR functions including Employee Self Service (ESS) and Manager Self Service (MSS) will be live on Jan. 2, 2015.

- You can access ESS and MSS from the button on the Intranet homepage.
- E-learning courses on ESS and MSS are available now in BHU.
- Learn more about the new features in ESS by watching a [short video](#).

REMEMBER: The Jan. 2, 2015 paycheck will not have any deductions for benefits.

- This is due to 2015 having 27 pay periods, therefore benefit deductions will be taken from the remaining 26 paychecks.
- You are covered as of Jan. 1, 2015 for the benefits confirmed as your selections during open enrollment.
- Deductions for your 2015 benefits will start with the Jan. 15, 2015 paycheck.
- Note: Deductions will be taken from the Jan. 2 paycheck for retirement plan contributions, United Way, Sunshine Fund and all other non-benefit deductions.

Performance management is fully automated and employee evaluation criteria is changing.

- The Onboarding and Employee Development Team created a set of short videos to explain aspects of the new performance management system. [Click here](#) to access the video library.

Have you and your employees signed up for multi-factor authentication (MFA)?

- You'll need it to access PeopleSoft outside of Baptist Health's network as of Jan. 2, 2015.
- [Click here](#) for more information and to sign up for MFA.

THANK
YOU

Special thanks to all leaders and employees for your support as we enter the final stage of the PeopleSoft implementation. Although it takes time to adjust to any change, we know that you'll enjoy the many new features that PeopleSoft brings.

GO-LIVE RESOURCES: *Here's how you can get help with PeopleSoft starting on Jan. 2, 2015.*

As of Jan. 2, many resources will be available if you need help as you begin to use PeopleSoft:

- Call the PeopleSoft Command Center: **786-533-4650 (or ext. 34650)** for issues or questions related to PeopleSoft.
 - Command Center hours:
 - Pay Weeks: Monday-Saturday 7am-7pm
 - Non-Pay Weeks: Monday-Friday 8am-6pm
 - Expanded hours (until 8pm) on January 2 & 3 and January 5 & 6
- Log a Self-Service ticket by clicking the PeopleSoft Support button on the Sun Page.
- Visit the [PeopleSoft page](#) for more information, including:
 - A list of [Change Champions for each entity](#).
 - [Resources](#) to help you navigate ESS and MSS, and crosswalks to find department numbers in PeopleSoft.

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