To:       HR Facilitators Listserv, Business Managers Listserv

From:    Matthew S. Brody, Senior Director, HR Planning & Systems
         Annette Crabtree, Director of EPA Personnel

Subject: EPAWeb Personnel Action System Project Update #3

Date:    October 19, 2005

** Note: This memo will be of interest to those who have involvement in processing, approving
or reporting on EPA personnel actions. Please forward this memo to those in your office who
have such involvement but may not directly receive this notice.**

As part of our continuing series of updates regarding the EPAWeb Personnel Action System
project, we wanted to provide you with the latest information on the project’s status and the
planned implementation schedule.

The project team has been testing the new EPAWeb system for several months now, while at the
same time putting the finishing touches on a User Guide and a user training program. We also
recently finished a preliminary two-week test pilot of the system with the Department of
Psychiatry. All of our testing and this preliminary pilot helped us identify various items that
needed to be addressed to make the system ready for a campus-wide implementation. The vast
majority of these items have now been taken care of. We are continuing with our testing effort,
focusing on the part of the EPAWeb system that feeds actions to Payroll and the EPA Position
Control System. We believe we are reasonably close to wrapping up the majority of this testing.

To that end, we feel we are now in a good position to begin the second portion of our pilot with
several pilot departments starting in November. This will permit us to test the recent changes to
the system and allow these departments to process all EPA actions for their base employees in
EPAWeb all the way through to the Payroll system. During this phase, these departments will
continue to use hardcopy PD7 forms or the electronic forms system for any actions that involve
funding sources or appointments external to their department. This is necessary because
approvers in other departments will not yet be on-line in EPAWeb to perform the necessary
approvals. The group of pilot departments will include:

- Frank Porter Graham
- Psychiatry
- Psychology
- Education
- Health Policy and Promotion
Presuming the November pilot concludes successfully, we expect to fully roll out the system to the rest of the campus in early January. The full EPAWeb rollout to campus will include a user training program that will begin in early November. Initially, all users will be asked to attend a single **mandatory** 90-minute pre-rollout orientation meeting. Three identical sessions of this orientation will be offered on different days and times for you to select from. These meetings will provide a high-level overview and demo of the new system, and include a discussion of relevant business process changes. Following the orientation sessions, two separate training options will be provided.

Individuals who will use EPAWeb for inquiry only (e.g., viewing or printing a personal information form, reviewing action history, etc.) or approving personnel actions will be provided a computer-based training (CBT) module on the web. The CBT module will be self-paced and accessible from any PC desktop using a web browser. It will provide instruction on how to access the system, use your inbox, approve or disapprove actions, and look up basic employee information and action history. The CBT training is geared toward approvers or managers whose duties do not typically involve originating EPA actions. We will plan at a later date to offer optional classroom training for manager/approvers in addition to the CBT, but this will not be available prior to the system launch.

For those who will be originating/preparing actions in EPAWeb, attendance at a single six-hour training class will be required. A number of different dates and times will be offered for these classes, which will be held at the UNC Center for School Leadership Development on the campus of the Friday Center, off Highway 54 in Chapel Hill. This Center offers us several large computer training labs, ample parking space and convenient access from campus.

The dates and times of the 90-minute orientation sessions will be November 2, November 7, and November 9, starting at 3:00 for each session. Instructions for accessing the EPAWeb manager/approver CBT module will be communicated by mid- to late November, so that you will have plenty of time to take this self-paced training prior to the launch of EPAWeb in early January.

Registration for the 90-minute orientation sessions will be accomplished through the OHR Training & Development web site at [http://www.training.unc.edu](http://www.training.unc.edu) using the “Training Catalog & On-Line Registration” option. The class is entitled “EPAWeb Orientation Session” and is listed under the “University Operations” category of the training registration web site.

Registration for the EPAWeb classroom training for department originator/preparers will also be accomplished through the OHR Training & Development web site at [http://www.training.unc.edu](http://www.training.unc.edu) using the “Training Catalog & On-Line Registration” option. A number of identical sessions have been scheduled from mid-November through December in order for you to choose a convenient date and time. You should register for a single session using the web site noted above. The class is titled “EPAWeb Personnel Action System Training” and is listed under the “University Operations” category of the training registration web site. You may also select the class by using the “Alphabetical Listing” option and looking under the “A-F”
classes. The EPAWeb training classes have been posted to this web site and registration is now open. We recommend you register as soon as possible to pick a date and time that is most convenient for you. Several classes have been designated for the School of Medicine, Arts & Sciences departments and Public Health departments, at the request of these units. This is intended to encourage individuals within these areas to train together, although individuals from any other schools or units are also free to attend these classes. Personnel from Medicine, Arts & Sciences or Public Health may choose to register for any other classes not so designated.

A final reminder: the new EPAWeb Personnel Action System will require a UNC-Chapel Hill Onyen. An Onyen is also required to register using the Training & Development web site. So if you do not currently have an Onyen, you should obtain one at your earliest convenience by visiting the Onyen web site at: http://onyen.unc.edu/.

If you have any questions regarding the EPAWeb training, please contact Theresa Silsby at theresa_silsby@unc.edu or telephone 2-8096. For general questions regarding the project, you may visit the project website at http://hr.unc.edu/Data/SPA/records/hr-projects/epaproject or contact the EPAWeb Project Manager, Scott Jackson, at scott_jackson@unc.edu or telephone 3-8351.