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 #2

Date: June 21, 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 a follow-up to our April 25, 2005 communication regarding the status of the EPAWeb Personnel Action System (PAS), on behalf of the project sponsors and the EPAWeb Steering Committee, we wanted to provide you with additional information on this project. The project team is focused on several key areas that will soon begin to affect the user community. The team is in the process of preparing for the pilot phase of the project, which will occur in several steps over a 3- to 4-month period starting this summer. The first stage will be to implement a single pilot department utilizing the live EPAWeb Personnel Action System. The focus of this pilot will be to verify that all components of the system are working according to specifications and are as error-free as possible. The Department of Psychiatry was chosen by the EPAWeb Steering Committee to act as our first pilot department.

The second iteration of the pilot phase will be to implement six additional departments utilizing the live system. This will allow a more complex set of actions and routing to be fully tested prior to the full rollout. The Steering Committee is finalizing the potential list of pilot departments for this phase and will be contacting those departments very shortly. A special thanks goes out to all departments that have volunteered to perform as pilot departments.

The project team is also focused on preparing for user training which will be offered to all EPAWeb users in the fall. A 90 minute pre-launch orientation meeting will be held to introduce users to the system, review resulting EPA business process changes, and answer general questions. Three identical sessions of this meeting will be held on different days in McGavran-Greenberg, Wilson Library and the AOB. Specific dates and times will be announced well in advance and attendance at one of these meetings will be mandatory for all EPAWeb users.

The pre-launch orientation meeting will be followed by hands-on user training, which will also be mandatory for all system users. Two training options will be offered:

- an abbreviated three-hour class for Managers/Approvers who will use system approval and look-up functions
- a more in-depth six-hour class for users who will have responsibility for originating EPA actions in the system.
Both classes will provide hands-on exposure to the EPAWeb system. Specific availability of these training sessions will be announced in late summer or early fall and registration will be accomplished using Human Resources’ on-line training registration system.

Please note that to use the new EPAWeb Personnel Action System, you will require a UNC-Chapel Hill Onyen. If you do not currently have an Onyen, you can obtain one at: https://onyen.unc.edu/cgi-bin/unc_id/services. Our current estimates are that the EPAWeb system will go live in late fall of this year. Therefore, you should make arrangements to get your Onyen well in advance of that time to be able to participate in EPAWeb training and to permit you to be set up for system access.

As work nears completion on EPAWeb Phase I, which has focused on replacing the PD-7 electronic forms system, the project team has also begun to develop the scope and requirements for EPAWeb Phase II. The primary goal of this phase will be to add EPA position encumbrance and replace the BD119 and Position Control systems and fully integrate these functions within EPAWeb.

Look for our next project update in August to outline the EPAWeb implementation plan in more detail. In the meantime, if you have any questions please feel free to take any of the following steps:

- visit the project website at: http://hr.unc.edu/Data/SPA/records/hr-projects/epaproject
- contact the EPAWeb Project Manager, Scott Jackson, at scott_jackson@unc.edu or telephone 3-8351.
- contact any member of the EPAWeb Steering Committee identified in our previous communication.