



CHAIR'S CORNER



LORAN C. PARKER

I am grateful to belong to this Purdue community. There are many characteristics of university communities in general, and the Purdue community specifically, that I am thankful for. Primary in my mind is the importance this Purdue community places on progress—ever improving, always moving forward. The Purdue community seeks to improve society by applying academic knowledge toward the continual betterment of all aspects of our society. The Purdue community also looks inward and works to continuously improve our institution, culture and community members. For many in the Purdue community, Purdue is so much more than a place of work. For members of this commu-

nity, Purdue nurtures us professionally and personally; enriches our lives and the lives of our families; and provides a source of personal and professional pride as we learn, grow and build careers. Full membership in the Purdue community has the potential to be a transformative force in the lives of its members. Thus, it is imperative that membership be as inclusive as possible.

As Executive Vice President for Diversity, it is our Provost who leads efforts to continuously improve inclusion in the Purdue community so that our community welcomes and nurtures all. I encourage all staff to visit the Division of Diversity and Inclusion's website and learn more about the resources available (<http://www.purdue.edu/diversity-inclusion/>). In addition to resources, the office of the Provost has also created a roadmap for continuous improvement in the diversity and inclusion of the Purdue community ([https://](https://www.purdue.edu/provost/category_diversity/diversity-ACD.html)

www.purdue.edu/provost/category_diversity/diversity-ACD.html). The most recent action items published in this roadmap (<https://www.purdue.edu/provost/faculty/documents/ACD-Action-Items-April-2016.pdf>) involve identifying areas where inclusion could be improved. I look forward to hearing more from the Provost's office about what successes were located, what needs were identified, and what next steps are on the horizon.

Creating an inclusive community that is welcoming and nurturing to all begins with creating an inclusive climate where community norms and practices are aligned. It is exciting that the university is devoting high-level leadership to improving the diversity and inclusion of our community. It is even more exciting that improving the climate for staff members is an explicit goal. APSAC looks forward to supporting these efforts through collaboration and dialogue.

AFFORDABLE CARE ACT REQUIRES DEPENDENT SOCIAL SECURITY NUMBERS FOR MEDICAL COVERAGE

The Affordable Care Act requires employers to send dependent Social Security numbers to the IRS, along with the dependent's medical plan election. Faculty and staff are being asked to take a moment to review their dependents' information in Benefitfocus to ensure that their SSN information has been entered and is valid. If a dependent does not have an SSN to enter, faculty and staff may disregard this message.

OneCampus Portal link at the bottom of the page. Find the Benefit Enrollment – Active link and click it to log into Benefitfocus.

Once logged into Benefitfocus, click the gold button "To Enroll, Make a Change, and View Your Benefits CLICK HERE." In the menu on the left, click Dependents. Under Actions, click Edit next to the dependent's name. Review the SSN for that dependent for accuracy. To make a change, click Show

and Edit just beneath the number to enter a new number, then click the black Save box at the bottom of the page. If no change is needed, click Cancel at the bottom of the page. This should be done for any dependents (spouse and children) covered at any time in 2017.

For more information, call 765-494-2222 or email hr@purdue.edu.

Go to Purdue's home page and click on the

CONTACT APSAC

Whether you're looking for answers, have an idea for a *Sentinel* article, or just want to let us know how you feel about what's going on around campus, you can now email APSAC at:

sentinel-request@lists.purdue.edu

TRANSFORM PURDUE INITIATIVE

MOVES FORWARD; PHASE ONE IS LIVE

The Transform Purdue initiative continues to move forward university-wide, with the most recent success story being the deployment of phase one, Enterprise Asset Management (EAM). The capital projects' portion of the project went live on October 2 followed by the implementation of the maintenance portion (affecting the West Lafayette campus only) on October 28. Automation and transparency were the key components of EAM's successful deployment.

Since deployment, more than 200 new capital projects have been submitted; re-reporting analysis is the next step in the ongoing improvements in this area of the project. Currently, the team is working on the conversion of historical data.

Maintenance is a whole new world following the increased SAP functionality as a result of the implementation. Considering the many different operations around campus, the project team realizes and understands there are still some system issues that remain and is working through them as they arise. Following any transition, especially one of this nature, ongoing support is essential following implementation. Training and help resources continue to be at the forefront for the team and users. The [Fix It](#) web application – which allows anyone with a career account and password the ability to notify an area of a facility issue – serves as the single source for all to submit issues. Once logged in, employees are able to utilize the online form to request maintenance service or repairs by building or equipment number. For critical and time-sensitive indoor services, Fix It provides the appropriate phone number to use.

Additional training and help resources are also available:

Maintenance Training and Help Resources

- [Maintenance Common Issues and SAP](#)

[Tips](#) (New webpage addressing common themes as we transition to SAP)

- [Maintenance Training](#)
- [Maintenance Help Center - Escalation Process and Subject Matter Experts \(SMEs\)](#)

Building Deputy Training and Help Resources

- [Building Deputy Training Resources](#)
- [Building Deputy Frequently Asked Questions](#)
- [Review, Prioritize and Approve/Reject Notifications](#)

Resources will continue to be shared as they are available.

Phase two – Human Capital Management (HCM)

It's been known since the beginning that the Human Capital Management (HCM) transformation project is a much-needed but very extensive undertaking for the university. With that in mind, the original January 1, 2018, go-live date for the [Human Capital Management \(HCM\)](#) portion of Transform Purdue was extended by 90 days to April 1. This extension allows for the additional required third round of testing as well as time to create learning and training opportunities and fix any technical issues.

The project team, along with Human Resources, continues to partner with areas across the Purdue campuses to educate, as well as identify any existing gaps, within the new, process enhancements.

Brenda Coulson, director, talent acquisition; Linda Baer, director, human capital management transformation team; and Katherine Prochno, human resources change lead, continue to demonstrate the faculty recruitment processes across the West Lafayette campus. Adedayo Adeniyi, director, leadership and organizational leadership, and his team will soon demonstrate the on and offboarding functionality as well as the staff performance appraisal

process at our regional campuses.

Phase 3 – General Ledger (Finance)

The last piece of the transformation, the **General Ledger (Finance)** project, remains on schedule for implementation in July 2018. Positive feedback has been received from many units and leaders regarding the recently completed [pilot program](#). The team presented its findings at a recent Director of Financial Affairs (DFA) meeting on the West Lafayette campus and since then has also presented at the Treasurer's Forum, to both the President and Provost and most recently to the Transform Purdue Advisory Committee.

The pilot – involving 11 departments from across all three Purdue campuses – gave an inside look into simplified accounting structures and how we intend to solve key transparency, data integrity and manual processing and tracking issues. The initial data results have already set the stage for enhanced reporting.

The best example to date includes the simplification of 44 various statistical and real internal orders used to manage the Boiler Gold Rush program to just four real internal orders which means less account strings to memorize.

In addition, the pilot continues to be helpful in identifying issues that could prevent further simplification. For example, the inconsistent management of fringe benefit allocations has been identified as a barrier requiring further discussion.

The team will continue to analyze pilot data, work with the departments and present findings to their colleagues.

Stay up-to-date

Faculty and staff across the university are encouraged to subscribe to the Transform@Purdue newsletter to access information and updates on the Transform Purdue initiative. The newsletter is a spin-off from Business@Purdue News. To subscribe, email bpnews-request@lists.purdue.edu with "Subscribe" as the subject and the body of the email. Information on all aspects of the initiative are also available on the [Transform Purdue](#) website. Any questions can be directed to bpr@purdue.edu.

REGISTRATION OPEN FOR FACULTY SEARCH PROCEDURES SESSION AIMED AT SUPPORT STAFF

The Office of Institutional Equity is offering a session of "The Nuts and Bolts of Faculty Search and Screen" for support staff.

This session is designed to aid support staff in preparing and processing the necessary documents for faculty search and screen procedures. Anyone so involved who would like to learn about the required procedures, document completion and the approval process should attend. Individuals must [register](#) in advance for the session using their career account login. Registration closes two days before the session.

The session will take place at 10-11 a.m. Dec. 4 in Neil Armstrong Hall, Room 1021. For more information, contact vpeceducation@purdue.edu in the Office of the Vice President for Ethics and Compliance.

The Office of Institutional Equity is committed to making all programs accessible to participants with disabilities. Those who require an accommodation or assistance for this program due to a disability should contact the office before the program be-

gins at 765-494-6373 or vpeceducation@purdue.edu.

Faculty interested in participating in an interactive workshop on search and screen procedures should attend the Faculty Search Committee Workshop offered by ADVANCE-Purdue and the Office of the Vice President for Ethics and Compliance. More information is available [here](#). For more about the faculty workshop, contact De Bush at djbush@purdue.edu.

PERF PARTICIPANTS NEED TO TAKE ACTION TO PREPARE FOR UPCOMING CHANGES

The Indiana Public Retirement System will change to a new record keeper, Voya Financial, in January and will enhance its website. Staff participating in the Public Employees' Retirement Fund are encouraged to sign in to their PERF account by Wednesday (Nov. 22) to print account statements for their personal records and update personal information, including email address and beneficiaries.

PERF participants can visit <http://www.in.gov/inprs/> and click on "My Fund" on the left side of the page to find

"Account Login." Anyone needing help with user ID and password should call 888-526-1687. To update information after Nov. 22, call 888-286-3544.

To prepare for the change, the online retirement application will be unavailable beginning Dec. 3 through the week of Jan. 2. Additionally, a quiet period will take place from Dec. 27 to Jan. 2, during which time no changes to the Annuity Savings Account investment mix can be processed. ASA accounts will be renamed to defined contribution accounts, and a \$3 per month

administrative fee will be introduced in February.

INPRS will send participants more information and instructions for signing into the new Voya portal in January.

The INPRS website features [checklists, videos and FAQs](#) to help participants understand what changes are planned and what actions need to be taken.

CENTER FOR HEALTHY LIVING, FIDELITY INVESTOR CENTER ANNOUNCE HOLIDAY, WINTER RECESS HOURS

The Center for Healthy Living will be closed Dec. 25, Dec. 26, Jan. 1 and Jan. 2, which are University holidays. If a need for medical consultation arises during the observed closures, contact the Anthem NurseLine at 888-279-5449 or [LiveHealth Online](#) for assistance.

Aside from the observed University holidays, the Center for Healthy Living will be open regular business hours, including during the winter recess scheduled for Dec. 27 through Dec. 29.

The Fidelity Investor Center in Purdue Memorial Union will be closed Nov. 23 and

Nov. 24 and will close at 5 p.m. Dec. 22 and reopen Jan. 3.

For more information on the winter recess, see the [2017 Winter Recess FAQs](#).