



THE SENTINEL

Administrative and Professional Staff Advisory Committee

OCTOBER 2017

CHAIR'S CORNER



LORAN C. PARKER

The seasons are turning. The weather is turning colder. The leaves are gaining colors. But the change isn't confined to outside, many

changes are underway at the university as well. I would like to use this month's Chair's Corner to draw your attention to two of these changes.

Currently, the university is searching for a new Provost to replace Dr. Debba Dutta who left the university this past spring. I am honored to be participating in that search, along with CSSAC Chair Allen Bol, on behalf of university staff. As Executive Vice President for Academic affairs, the next Provost of Purdue University will provide key leadership focused on sustaining and institutionalizing many of the Purdue Moves and visionary initiatives begun in the last few years. As Executive Vice President for Diversity, the incoming Provost will be focused on creating and sustaining a diverse and inclusive environment for all members of the university community. Staff perspectives and feedback regarding the position and the candidates are vital to the suc-

cess of the candidate and the university. We have included information regarding candidate forums and opportunities for the entire campus community to provide feedback on our candidates in this month's Sentinel. If you have questions, comments or concerns about the search process, please do not hesitate to contact me (Carleton@purdue.edu).

Our business, capital and human resource processes are undergoing a monumental overhaul. If you have not yet heard about or been affected by the Transform Purdue projects, you soon will. The projects are revolutionizing the way we operate at the university. The goal of these changes is to create more efficient processes that save us time and resources, to give more autonomy to our faculty and staff leaders who are distributed throughout the university, and to make it easier for current and future staff to understand how to chart a career at the university. The changes that will have the largest reach will involve our human capital management (HCM) systems and processes. The HCM transformation projects involve the creation of job families at the university that classify and organize all the current and future job roles that are needed to accomplish all the important work that the university does. This structure will allow employees (current and

prospective) to see what skills are required for advancement and what positions would be a logical next step in career advancement. To accommodate this transformation, we will be upgrading from the SAP ERP system that is in use today. In addition to other benefits, the new system, SAP Success Factors, will allow for much more transparency in how we record and use our sick time. This is just a small preview of the potential outcomes of Transform Purdue projects. You can find information about all of the Transform Purdue projects at transform.purdue.edu; and we have included an article on project updates in this edition of The Sentinel. As you explore these changes, I strongly encourage you to think about how they might impact your work and send your thoughts and feedback to bpr@purdue.edu. You can also contact me or your area's APSAC representative if you would like to discuss any questions or comments you may have.

Staff engagement is key as the university embarks on these large strategic changes. Please seize any opportunities you have to learn about the changes and let APSAC know if you have questions, concerns or suggestions for assisting our university community in providing feedback.

CAPITAL PROJECTS DEPLOYED

On Monday, October 2, the Project and Portfolio Management (PPM) and Project Systems (PS) SAP modules were successfully deployed. The new SAP functionality, combined with redesigned processes, will streamline and automate today's paper-driven capital request process. From the initial submission of a project request to the development of reports on financial performance, the system will serve as the single source of truth for comprehensive project data. Improved system integration will ensure the integrity

and reliability of data, and access to real-time information and status updates will strengthen transparency throughout a project's duration.

While continued efforts towards refining the functionality of the system in the weeks ahead, its value and ability to facilitate positive outcomes university-wide is already evident.

A deployment help escalation is underway. Those initiating or submitting requests for

the first time in SAP can review help [guidelines](#) at on the [Transform Purdue](#) website.

The Maintenance portion of the Enterprise Asset Management transformation will follow this effective launch, with go-live scheduled for October 30. The Transformation Team will be in ongoing contact with key stakeholders as we approach this next major milestone in the Transform Purdue initiative.

LOVELL SERIES TALK BY BOBINSKI NOW ONLINE

The presentation by Purdue Director of Intercollegiate Athletics, Mike Bobinski in the annual Lovell Leadership Series, presented by the Administrative and Professional Staff Advisory Committee has been posted online and is available for viewing.

The event sponsor, the Professional Development subcommittee of APSAC, the Administrative and Professional Staff Advisory Committee, has announced that the video is at https://youtu.be/ZHNdVc08_qg.

Bobinski spoke October 3 on "Leadership in Transition." He discussed his approach to assuming a leadership role in a new organization, drawing on past experiences as well as transition to Purdue over the last year. He officially joined Purdue on Aug. 9, 2016, as the university's ninth full-time athletics director.

The Lovell Leadership Series was established in 2010 by the late C.W. "Bill" Lovell, professor of civil engineering for 45 years, who after retiring in 1993 took an active role as a

Franklin Covey facilitator in Human Resources and promoted learning of leadership skills among Purdue staff members.



MIKE BOBINSKI

BUILDING DEPUTIES REVIEW NEW ONLINE WORK REQUEST, FIX IT

Maintenance Project Lead Ben Dispennett provided a project update, introducing the building deputy role in the redesigned, automated work request process, Fix It, which is set to deploy October 30.

Before the new process was developed, feed-

back was gathered from building deputies over a seven-month period, through meetings, focus groups, individual feedback and testing the new system. The current process lacks visibility into the process and facilities work and requires cumbersome entry into SAP.

Just as its name suggests, the Fix It web portal provides a remedy for those issues. It is a simple form that improves visibility into the process, streamlines requests and simplifies the steps to enter them and also provides improved data for analysis.

DECISION TIME: BENEFITS OPEN ENROLLMENT FOR 2018 MEDICAL PLANS BEGINS SOON

Open enrollment provides an annual opportunity for faculty and staff to review benefit offerings and make choices for the upcoming year. Open enrollment for 2018 benefit coverage begins soon. Benefit selections made during open enrollment go into effect on Jan. 1, 2018, and are effective through December 31, 2018.

Purdue trustees approved the 2018 medical plans for the university in August. Purdue faculty and staff will see an increase of 7 percent in medical plan premiums in 2018, and university costs under the plans will also increase by 7 percent.

The same three medical plan options with Anthem will be offered in 2018. Changes to the three health plans for 2018 are:

Prescription drug coverage: CVS Caremark will become Purdue's prescription drug administrator for 2018, replacing Express Scripts. Welcome letters will be mailed to employee homes during the first week of open enrollment, and CVS Caremark repre-

sentatives will be on campus for one-on-one meetings during open enrollment.

Addition of a wellness incentive focused on encouraging health awareness and engaging with a primary care provider – offering eligible employees the opportunity to earn HSA and HRA contributions.

Throughout the open enrollment three-week time frame, employees will be offered several tools and resources to ease them through the process.

As open enrollment approaches, here are a few tips to keep in mind:

1. Start the open enrollment process early – don't wait until the last minute. This will be the first year with the new enrollment tool, Benefitfocus. Making use of resources early will help ensure employees can get assistance that may be needed.
2. Employees will need to walk through all the benefit offers in Benefitfocus in the

order they are presented to be sure enrollment choices get recorded correctly.

3. Update and review beneficiaries – Current benefit information was transferred over from EBenefits to Benefitfocus, with the exception of life insurance beneficiaries which were not able to transition. Employees are asked to enter beneficiary information, if they have not already done so. If they do not designate their beneficiaries in Benefitfocus by Nov.10, 2017, any proceeds will be payable based on the plan default established by Minnesota Life.
4. Detailed enrollment instructions will be available to help employees with the enrollment process and employees are encouraged to come to the presentations and labs to get assistance.
5. Additional communications and resources -- including walk-in labs, presentations and a dedicated enrollment website will be available soon.

TRANSFORM PURDUE PROJECT: WHERE ARE WE NOW?

The Transform Purdue project is a three-phased approach to do business better by streamlining, simplifying, organizing and automating business processes university-wide.

PHASE ONE (EAM) LAUNCH

The first phase of the transformation – Enterprise Asset Management (EAM) – rolled out its first portion on October 2 as the capital projects segment of EAM went live. The new SAP functionality, combined with redesigned processes, will streamline and automate today's paper-driven capital request process. From the initial submission of a project request to the development of reports on financial performance, the system will serve as the single source of truth for comprehensive project data. Improved system integration will ensure the integrity and reliability of data, and access to real-time information and status updates will strengthen transparency throughout a project's duration.

The maintenance portion of the EAM transformation – which affects the West Lafayette campus only – is set to go live on October 30, completing the implementation of phase one of the overall transformation project. As with the capital projects portion of EAM, streamlining and automating are themes for the maintenance segment as well. With the additional SAP functionality that will be seen, maintenance will be able to view work order progress from submission through completion and eliminate current paper processes. Maintenance technicians will move from using paper for all aspects of their work orders and processes to iPads.

PHASE TWO (HCM) STATUS REPORT

Phase two – [Human Capital Management \(HCM\) transformation](#) – continues to move forward through its testing phase. The guiding principle of the Transform Purdue initiative has always been and will continue to be implementing high-quality processes and systems; with that principle in mind, the go-live date of the HCM project has been extended to April 1, allowing for additional time to work through the technical aspect as well

as provide our stakeholders with a workable training timeline to prepare them for a successful implementation.

Another testing cycle has already been added to provide opportunity to test the process enhancements and / or changes identified during the first testing cycle. While testing is underway, the HCM transformation is building the support network via the change network, which was extended to incorporate go-tos, in an effort to accompany the number of process changes associated with HCM and the implementation of SuccessFactors.

As the university moves from SAP to SAP SuccessFactors, several processes are being transformed. They are:

- Foundation and position management
- Recruitment
- Onboarding and offboarding
- Time and payroll
- Compensation
- Performance management goals

Deep dive sessions are being scheduled in order to create bench strength with our newly formed go-to network. As testing nears finalization, the deep dives provide the team a starting point to share the information and findings as a result of the testing cycles. In addition, more workshops, showcases and an HCM fair will be scheduled in order to engage the Purdue community in the upcoming changes.

PHASE THREE (FINANCE) UPDATE

The Finance (General Ledger) transformation is on schedule for implementation in July 2018. We are utilizing a pilot (a sample of departments from each campus) to test our new financial structure. In addition, the finance team has been educating business, central and other financial offices in the new structure.

SAP 101 sessions were created and facilitated across all three Purdue campuses by the transformation team and business process analysts. The sessions were designed to establish a starting point for understanding some of the core components of the future

state SAP Finance system, providing a foundation for future trainings and exercises. The agenda covered SAP ledgers, main master data elements, and other critical data elements and fields, as well as new or modified functionalities. The SAP 101 training presentation is [available online](#).

The next step for the Finance transformation project is building reporting prototypes based on the pilot data. The team looks forward to creating and sharing the reporting prototypes as the project moves forward.

COMMUNICATIONS CONTINUE

As we kicked off the projects less than a year ago with [Roadshow presentations](#), to various departmental and leadership meetings across the three campuses, we continue to go through round two of presentations. This time we are partnering with the director of financial affairs of each area with the presentation. With their knowledge of their units and the upcoming changes that will impact them, the DFAs will help discuss upcoming changes and how their units can best prepare for the future.

ADDITIONAL INFORMATION

Information on the Transform Purdue project is always available via the **Transform Purdue website** at www.purdue.edu/treasurer/transform. The **Transform@Purdue Newsletter**, located at www.purdue.edu/treasurer/transform/transform%20Newsletter, also provides up-to-date information on all aspects of the project. The newsletter is delivered via email to all subscribers of Business@Purdue News to provide the most efficient method of communicating these important updates. All sources of communication for the project are readily available via the **Transformation News**, www.purdue.edu/treasurer/transform/News, section of the website which provides access to the Transform@Purdue Newsletter along with Monthly Key Messages and various other articles throughout the lifespan of the project. Any questions on the Transform Purdue project can be directed to bpr@purdue.edu.

FREE FLU SHOTS OFFERED ACROSS CAMPUS TO BENEFITS-ELIGIBLE FACULTY, STAFF

The **Center for Healthy Living** is providing free flu shots at the center for all benefits-eligible employees – including those who have opted out of the Purdue medical plans – as well as spouses and dependents who are covered on a Purdue medical plan.* Vaccines are available at the center any time during normal business hours (7 a.m. to 6:30 p.m. Monday through Thursday and 7 a.m. to 5 p.m. Friday). No appointment is required. Patients are asked to sign in at the front desk.

Shots also are available through October 27 at various times and locations around campus; those times and locations can be found at www.purdue.edu/hr/CHL/Services/FluShots/faculty_staff_flushots.html. Appointments are not needed; just walk in when it's convenient during the days and times the shots are being offered.

Pediatric (ages 6 months to 35 months) flu vaccines will only be available on campus at

the Center for Healthy Living.** Patients under 2 years of age require two vaccines and will need to return to the CHL for the second dose as well.

Everyone coming for a flu shot, regardless of location, should bring their Purdue University ID (PUID) card or their Anthem medical plan ID card.

TWO ADDITIONAL WAYS TO GET A FLU SHOT AT NO CHARGE

Additionally, employees, spouses and children who are covered on a Purdue medical plan have the option of getting a free flu shot through either of the following ways:

- Go to their health care provider: All Purdue medical plans cover seasonal flu shots for covered employees and family members covered on a Purdue medical plan.
- Go to a participating retail pharmacy: Those getting a flu shot through a retail

location will need to show their Anthem ID card to ensure all flu shots are billed through their Anthem medical plan.

Note: some pharmacies have age restrictions regarding pediatric flu vaccines; check with the pharmacy prior to arrival.

Employees who have questions about flu shot coverage may contact Human Resources at 49-42222 or hr@purdue.edu.

*The Center for Healthy Living will be administering the Novartis Fluvirin, trivalent, pre-filled syringe injectable (trace preservative - thimerosal). Those needing an alternative vaccine should see their provider.

**The Center for Healthy Living will administer the Fluzone, pre-filled syringe, quadrivalent vaccine for pediatric patients 6 to 35 months of age. Those needing an alternative vaccine should see their provider.

FORUMS SET FOR FINALISTS FOR PROVOST POSITION

Two finalists for the position of Purdue University provost and executive vice president for academic affairs and diversity will make presentations in forums open to the campus community.

The finalists were announced Friday (Oct. 20) by search committee chair Kathleen Howell, associate dean of the College of Engineering and the Hsu Lo Distinguished Professor of Aeronautics and Astronautics.

"After a thorough review of outstanding in-

ternal candidates, we offer two excellent choices to lead the academic mission of our outstanding university," Howell said. "We thank all those who have taken part in the process thus far and encourage all who are able to attend the forums and provide feedback as we take this next important step in university leadership."

Presentations will be held in Stewart Center's Loeb Playhouse. The candidates and forum dates are:

- **Jay T. Akridge**
Tuesday, Oct. 24. 10:45-11:45 a.m.
- **Gary R Bertoline**
Friday, Oct. 27. 10:45-11:45 a.m.

Presentations will be live streamed across campus. To connect to those presentations, find the curriculum vitae of each candidate, and to offer feedback go to www.purdue.edu/provost/provost-search/candidates.html.

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