



Human Resources News

A quarterly newsletter from the Minnesota State Colleges and Universities Human Resources Division

Human Resources, Minnesota State Colleges and Universities
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<http://www.hr.mnscu.edu>

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An Open Letter to SCUPPS Users

It's been nearly two months since the rollout of the new Web-based SCUPPS application. We have all been through a lot in that time. I am writing this letter to thank you all for your essential part in the rollout of this system. Your hard work to learn the new system, to identify problems and communicate them to the IT and HR help desks, and your patience as we worked with our IT colleagues to fix those problems has been fundamental to this accomplishment. I want you to know that your efforts are greatly appreciated. The fact that you are now using the new system on a daily basis, adapting to new ways of thinking and carrying out transactions is an illustration of your flexibility and cooperation. We're lucky to work with such competent HR colleagues.

I'd also like to take this opportunity to thank those who served as a part of the User Acceptance Testing Group. Your contribution was invaluable. Barb Biljan and Kathy Running of the HR Help Desk also deserve my sincere thanks for their attentiveness and professionalism in the face of a great deal of pressure over the past few months.

The need to move SCUPPS to a Web-based application was a technological inevitability. Each of the other ISRS modules will soon follow suit. In undertaking this project, we also sought to take the opportunity to make improvements to the system with the goal of improving the experience of the user. While it can be difficult amidst the unavoidable frustrations of change to recognize the positive, I hope that you are beginning to be able to appreciate some of the efficiencies of the system that were designed specifically with you, the end user, in mind.

I hope that users will continue to partner with the HR and IT help desks to report issues with the system that you uncover. We will continue to work diligently to address the problems you encounter and to communicate with you on their status. This collaboration is the basis for continued improvement and effective functioning of our HR systems. Thank you again for your commitment to this process.

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This newsletter will be issued each quarter. Please send your submissions and suggestions two weeks prior to the end of the quarter to Heather Kidd at heather.kidd@so.mnscu.edu. Please send your feedback to Heather at any time.

Need Data? Don't Know Where to Go? Maybe This Will Help!

Need to get data and don't know where to go get it? Well, we might just have what you need. Many new queries have been added to the Reports HR Campus folder within Hyperion / Brio (<http://www.its.mnscu.edu/reportanddataservices/datawarehouse/index.html>). These queries have been provided to assist you with upcoming reports and daily data requests. Some of the new queries are:

TRA Annuitant Earnings Report Query

This query should give you all the information you need to complete the TRA Annuitant Earnings After Retirement report that is due to TRA by February 15. Since the query uses data from the accounting module (payroll) security access of AC_L (or AC_H) is required to run this query properly. If you do not have those security rights, you will have to submit a security clearance form.

MSCF Hiring Practices World of Work Query

This query is the same one I run to assist Toni Munos in preparing the annual Hiring Practices Report for MSCF.

MSCF Sabbatical Replacements

This query shows all assignment cat '90' or sabbatical replacements and is also used in preparing the annual Hiring Practice Report for MSCF.

HR3020 Report

This query was requested through ASRP group and has the same data fields as the SCUPPS HR3020 report. By putting this into Hyperion / Brio, you can request information by specific BU's instead of running the entire report to get what you want.

Affirmative Action Queries

These queries were requested through the ASRP group to assist the CHRO's with completing the Affirmative Action Plan. The six queries include:

HR AA All by EEO4 category - this query provides the EEO4 category for each employee. The EEO4 category (compiled by DOER) is based on the job class code each employee is assigned.

HR AA All - this query includes data such as military status, disability flag, gender, ethnicity, and supervisor's name.

HR AA All exc Temps - this query contains the same data as the HR AA All but excludes any employee (usually temporary) with an appointment status code 3, 5, 8, 9, T, or X.

HR AA All Promotions - this query contains data on promotions for all bargaining units except for 209 (IFO), 210 (MSCF), 218 (Non-unit), and 223 (Exam monitors).

HR AA All Separations - this query shows all separations for the current and previous fiscal years.

HR Appt Status Cd Blank - this is an exception reporting query. You will only get results if the appointment status code is BLANK.

Frequently Asked Questions:

Where can I get the Operational Data Security Request Form? To access the data within Hyperion / Brio, you will need security clearance. The form is located

<http://www.its.mnscu.edu/security/securityforms/mnscuinfosystems/pdf/REPLSecurityFormV3-3.pdf>.

Once your security has been given, you will receive an email with your used ID and password. Then you can query for data through Hyperion / Brio.

Where is the Hyperion / Brio homepage located? To log into Hyperion / Brio, go to the URL

<http://www.its.mnscu.edu/reportanddataservices/datawarehouse/index.html> and enter your user ID and password. Viola, you can now query for data!

How often is the data in Hyperion / Brio refreshed? Since HR data is a little more complicated than other data, the refresh is not instantaneous - but refreshed every 24 hours, with the refresh happening overnight. There may be a one day lag from when you entered data into SCUPPS and when you see the data in Hyperion / Brio.

Does my Hyperion / Brio password ever expire? There are two places where you have to enter your used id and password. The first place is to get into the Hyperion / Brio software program. That password is not set to expire. The second place is to get into the actual Oracle database. This password is set to expire every 90 days. If you forget your password, you can email Karen Cejka, karen.cejka@so.mnscu.edu to have both reset.

Which query should I go to get the data in SCUPPS? Use the HR SCUPPS Data query. This query has most of the fields that are in SCUPPS. There is a combination of canned reports (where you can just click 'process' and the results are there) and reports you can build for your specific data needs.

I want to know where else my employees work within Minnesota State Colleges and Universities system? Check out the new and improved HR Multiple Appointments query. This report shows employees with assignments at more than one college/university within a fiscal year. You can also use this report to assist you in calculating insurance and retirement eligibility. It is recommended that you take a look at this query at least once during a pay period.

What are the queries in the HR Reconciliation folder used for? Within the Reports HR Campus folder you will find several sub-folders, one called 'HR Reconciliation.' The queries in this folder were built to assist with completing the HR Dashboard project. These queries are all 'exception reporting' type queries - you will *only* see results if there is an error. No results mean your data is free of errors in this query.



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HR Calendar

February

- 11-12 Science of Supervision, Inver Hills CC
- 18 President's Day Holiday
- 26 Labor Relations Symposium, Anoka-Ramsey CC

March

- 19-21 Art of Supervision - Lake Superior College
- 25-26 Labor Relations Symposium, Fond du Lac Tribal and CC

April

- 1 April Fool's Day
- 16 Spring HR Meeting, Minnesota Landscape Arboretum
- 17 CHRO Meeting, Office of the Chancellor
- 29-30 Labor Relations Symposium, MSU Moorhead

AFSCME / MAPE Frontline Leadership Conference Coming in May

This year's Frontline Leadership conference "Energizing Our Frontline Network" for AFSCME and MAPE employees will take place May 20 and 21 in Alexandria at the Alexandria Technical College. The conference begins at 1pm on Tuesday the 20th and ends at 12:30 on Wednesday the 21st. The conference will offer two engaging keynote speakers and a wide range of concurrent sessions, providing participants with a high-quality professional development opportunity. A banquet will be held Tuesday evening, allowing for networking with MnSCU colleagues from throughout Minnesota. The conference Web site including the agenda and registration will go live near the end of February. Please keep an eye open for future announcements and share them with your AFSCME and MAPE staff.

HR Department Profile: Bemidji State University and Northwest Technical College

Bemidji State University and Northwest Technical College serve students in one of the most beautiful and lake-rich regions of Minnesota. Students come to the shores of Lake Bemidji for signature programs and learning experiences unique to BSU and NTC.

Four professionals provide HR services and support to Bemidji State University and Northwest Technical College. The most experienced of the HR staff is Terri Davis, Human Resources Officer, Senior. Terri has contributed significantly to the integrity and professionalism of Human Resources at BSU. This June, she will complete her 34th year serving faculty and staff in a number of HR capacities. She serves as the DDIR and resident retirement expert. Her knowledge of SCUPPS is phenomenal and she is always kind and supportive of new to BSU HR professionals including (the rest of the staff!) Personnel Aide Darlene Cobenais; Personnel Officer Cheryl Berglund; and HR Director Linda Gilsrud, all beginning service to BSU within the last year.

Darlene Cobenais brought experience at Beltrami County, the Department of Human Services and the Department of Public Safety with her when she joined BSU/NTC HR on January 23. She will assist the other professional HR staff with processing resumes and related employment materials; file management; data entry; tuition waiver processing; and greeting internal and external customers.

Cheryl Berglund, HR (Personnel) Officer is very familiar with BSU given her experience within the Records Office and the College for Professional Education before joining the HR staff last July. She is known for her approachability, sense of humor, and great laugh. Cheryl assists with classified recruitment, selection and hiring; procedure documentation; HR communications; orientation; and HR website support and maintenance.

Linda Gilsrud started approximately one year ago as Director. She brings experiences as a CHRO for the City of Rochester and Immanuel St. Joseph's Mayo Health System with her. Her background in employee and labor relations professional serves her well in her new role.

New HR initiatives include a comprehensive new HR web site; creating a testing/orientation/training area within the office bay for use by faculty and staff; streamlining and enhancing affirmative action oversight within HR; and providing a professional development focus for BSU and NTC leadership on engaging or reengaging employees throughout spring semester. Preparing and distributing the Weekly Employment Activity Report (WEAR) enhanced communication regarding HR activity among BSU/NTC managers and supervisors.

A highlight of working in HR at BSU/NTC is the opportunity to share a light-filled, office bay with Vice President of Administration and Finance Bill Maki, Physical Plant Director Jeff Sande and their professional staffs. The feel of the office is professional, fun and supportive.

. . . And the offices at the back of the bay overlook beautiful and ever-changing Lake Bemidji---what else could you ask for!



Bemidji State University and Northwest Technical College Human Resources staff (l to r) Cheryl Berglund, Darlene Cobenais, and Terri Davis pictured in the new "Testing, Training and Orientation Area" in HR.