



Volume 1, Issue 21  
April 2010

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# The CORE Flyer



The Newsletter of CORE Oklahoma

## General News

### Inside This Issue....

- Newsletter and the future
- Updates since last Flyer
- Completed Projects
- Project Updates

### Newsletter – and the future

The Newsletter will be published bi-monthly on the CORE web page under a link called Publications. We also have created a notification group that we encourage our users to subscribe to in order to receive news notifications.

To navigate to the CORE Updates listserv to view the next Newsletter, click the link provided and check the Core Updates box, enter your name and e-mail twice and click submit to be notified each time an update is made available.

CORE Link: <http://www.ok.gov/triton/modules/oknotify/index.php?id=65>

Let us know what you think. Send comments and suggestions to [core.updates@osf.ok.gov](mailto:core.updates@osf.ok.gov).

### Updates Since last Flyer

The CORE Executive Board document and the Financial Advisory Board Meeting have been posted to the CORE web page.

CORE Link: <http://www.ok.gov/OSF/CORE/>.

### Completed Projects

#### Asset Management went Live in April

The Asset Management Project focuses on the conversion of agency data to the PeopleSoft Asset Management module. Assets over the allowable threshold are loaded. The Asset Management Team completed the project in April for the following pilot agencies: OK Employment Security Commission, Department Environmental Quality, Securities Commission, and the Department of Commerce. The feedback has been positive about the implementation and the application. The Team is currently working on an implementation plan for the rollout of PeopleSoft Asset Management system to the rest of the agencies.

#### Dept. of Transportation Go-Live on Contracts

The Department of Transportation is live on the PeopleSoft Contracts module. The initial use of the Contracts module by ODOT is for tracking long-term financing leases for billing counties for equipment purchases. The contracts have been converted from Transportations' legacy system for fixed fee customer contracts. The process has become streamlined. Previously ODOT entered the contract information into two (2) separate systems and reconciled the systems each month. With the PeopleSoft Contracts module, only one (1) entry into the contract system is required. ODOT intends to utilize the same system to invoice, record the revenue, and accept payment, etc.

Stay up-to-date with  
CORE Oklahoma  
Activities on the  
website:  
<http://www.ok.gov/OSF/CORE/>  
and the  
CORE Calendar at:  
[http://www.ok.gov/triton/modules/calendar/calendar.php?calendar\\_seq=6](http://www.ok.gov/triton/modules/calendar/calendar.php?calendar_seq=6)

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## CORE Projects

### CORE Team Leads

Michael Grisser  
Project Manager

Mark Adkinson  
Accounts Receivable/Billing

Carol Barton  
Human Capitol Mngt. Lead

Linda Belinski  
Security

Steve Funck  
ARRA

Patricia Garcia  
Accts Payable/Asset Management

Lucille Hicks  
Commitment Accounting

Jennifer LeFlore  
Projects/Grants/Contracts

Ronney Maxwell  
Phase II Lead/Inventory/Purchasing

Fred Cantrell  
Technical

Hanh Minson  
Time and Labor

Jeanie Robards  
Change Management/Training

Robin Trail  
Budget

Loren Turner  
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### Completed Projects, (cont.)

#### Time & Labor Employee/Manager Self Service Go-Live

The Time and Labor Self Service Project is a web based application that provides on-line entry, review and approval of employees' time. Future implementations will be a phased approach. The Office of State Finance, as the pilot agency, went live as of March 1, 2010 for Time & Labor Employee/Manager Self Service. The Department of Transportation also implemented T&L Self Service for a pilot group in April 2010. ODOT will go live with another group of employees in a few months when they begin utilizing more Phase II modules.

The benefits of T&L Manager Self-Service functionality include the following:

- Managers can electronically review, add, update, and approve time information for their direct reports

- Due to their proximity to their direct reports, managers are in a better position than timekeepers to validate time, and catch time reporting errors during the current pay cycle. This can reduce the need for prior-period adjustments.

- Managers can ensure that employees report their time in a manner, and during a timeframe, that is consistent with agency policy.

- If a manager is not physically in the office, the Self-Service tool is available on the Web. Review and approval of time can be done from any location that has Web access.

- Electronic approval reduces the need for paper timesheets

### Project Updates

#### Employee Self Service

The Employee Self Service application allows each employee to view his or hers paycheck and other personal data 24/7. One hundred and eleven agencies have gone live or committed to a go-live date. Currently almost 23,000 are live on Employee Self Service.

OSF has released some new features. One new feature allows the employees to reset their own password in Employee Self Service. Another recently released feature enables employees to view their leave statements online, (for those agencies utilizing the PeopleSoft Time and Leave System). For instructions on how to use these new features, look for the revised manual on the CORE Link:

<http://www.ok.gov/OSF/CORE/HCM/>



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## CORE Projects

### Project Updates, (cont.)

#### Commitment Accounting

The Commitment Accounting Team has implemented 107 agencies, (Groups A through F), as of April 1, 2010. All agencies will be implemented by June 2010. This process continues to work smoothly and the training and hands-on payroll processing ensures success. As the team says in the Kick Off meeting, "Commitment Accounting is all about the funding". Each agency has attended a Kick-Off Meeting clarifying the process and the agency's responsibilities. For each group going live a Q & A session has been scheduled as a follow up to address any issues or concerns. Training for each agency has been provided before go-live and the payroll processor comes to the CORE office to complete the first main, supplemental and off-cycle payrolls. Processing payrolls at CORE ensures all issues are resolved and the transition proceeds smoothly. →

#### OK Employment Security Commission Go-Live

The OK Employment Security Commission has a May 2010 go live date for the following Phase II applications: Project Costing, Contracts, Accounts Receivable, Billing and Time and Labor. The user acceptance testing is almost complete and the functionality of the applications appears to be running smoothly.

#### Inventory Go-Live

The Department of Mental Health and Substance Abuse Services, (DMHSAS) has begun the process of converting its Inventory data into the PeopleSoft Inventory application. DMHSAS has six (6) warehouses and about 2500 lines of inventory to convert. The go-live date is scheduled for July 2010.

The Department of Transportation is also planning to use the PeopleSoft Inventory module. ODOT will begin using Inventory when they go live with the other Phase II modules.

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## CORE Projects

### Project Updates, (cont.)

#### American Recovery & Reinvestment Act, (ARRA)

The American Recovery and Reinvestment Act (ARRA) is a federal law enacted in February 2009, over and including third reporting period (through 03/31/2010), just ended with a reporting deadline of 04/10/2010. For the reporting period ending 03/31/2010, thirty-four agencies reported over 419 ARRA awards totaling:

Total Award Amount:	\$1,522,802,391
ARRA Expenditures:	\$646,214,000
Jobs Funded:	6,588

It is important to note that all amounts are reported on a cumulative basis (February 2009 through the end of the current reporting period – March 31, 2010) while jobs funded are reported for the current quarter only (01/01/2010 - 03/31/2010).

Through the 03/31/2010 reporting period, the state has completed 53 projects totaling \$51,383,561.36 →

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