



Volume 1, Issue 25  
December 2010

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# The CORE Flyer



The Newsletter of CORE Oklahoma

## General News

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## Follow Up

### Enterprise Learning Management, (ELM) Rollout

The ELM rollout project has moved forward with three (3) new agencies: Career Tech, Oklahoma Department of Transportation, and OK State & ED Employees Group Insurance Board. The second group which includes the Department of Health and the Office of Personnel Management, (OPM) have both completed their testing and are preparing to go-live in February. Everyone is extremely excited about moving onto one centralized learning environment where information can be shared across all agencies.

Biweekly meetings are scheduled throughout rollout to address the set up issues for each of the agencies and to provide step-by-step tools to prepare for ELM go-live.

Change is on the way for OPM as they go green with ELM! CORE has scheduled refresher training, (COR199) at the end of January for all the Nominating Officials to address changes the ELM system will provide for enrolling as well as tracking enrollment within ELM. Since all the Nominating Officials have been live on ELM for almost two (2) years enrolling the CORE courses, the training will address the changes within the system that will allow OPM to go green. Specifically, e-mail notifications will be sent to the employee when the Nominating Official enrolls the employee as well as provide email reminders a few days before the course will be sent to the employees automatically. This process will save OPM and the Nominating Officials administrative time as the primary training gate keepers.

If your agency is ready to implement ELM, please submit a Help Desk case to begin the rollout process. →

### Automating Shared Leave

A new Time and Labor rule has been implemented regarding the Shared Leave posting in timesheets. When a TRC code is entered pertaining to Shared Leave Taken, the rule automatically generates, in payable time, the Shared Leave Non-Terminal or Shared Leave Terminal TRC used for tracking. CORE link: [http://www.ok.gov/OSF/CORE/HCM/HCM\\_News.html](http://www.ok.gov/OSF/CORE/HCM/HCM_News.html).

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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

Stacy Bonner  
Enterprise Learning Management

Patricia Garcia  
Accts Payable/Asset Management

Lucille Hicks  
Higher Education

Ronney Maxwell  
Phase II Lead/Inventory/Purchasing

Fred Cantrell  
Technical

Hanh Minson  
Time and Labor

Jeanie Robards  
Change Management/Training

Nancy Tarrant  
Interim Human Capitol Mngt. Lead

Robin Trail  
Budget

Loren Turner  
General Ledger

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### Completed Projects

#### Department Central Services Vendor Registration

Please note that as of January 1<sup>st</sup>, 2011, all contract awards or renewals will have the prerequisite that the vendor be registered with Central Purchasing. This does not apply to fixed rate, interagency (or governmental entities), fair and reasonable, or professional service acquisitions. It is critical that the State increase the number of registered vendors to enhance competition and continue to move towards electronic commerce. The Central Purchasing vendor registration process now provides an opportunity for vendors to log into PeopleSoft, which is a pre-requisite for vendors to submit solicitation responses electronically. Please encourage your vendors to register in advance and note the benefits of automatic notification of solicitations, access to vendor specific information within PeopleSoft, and self-managed account information. The improved system will eventually provide the ability to respond to opportunities electronically.

Also, note that as of January 1<sup>st</sup>, the paper registration has been eliminated. All registrations will be processed electronically. Please direct vendors to our registration site: →

[http://www.ok.gov/DCS/Central\\_Purchasing/Vendor\\_Registration/index.html](http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html)

#### Commerce and DEQ on Phase II - Monthly Anticipatory

The Department of Commerce and the Department of Environmental Quality went live in December 2010 on Grants, Project Costing, Accounts Receivable and Billing. This successful implementation could not have been accomplished without the extraordinary effort and commitment from the agency participants and the CORE Team. We would like to thank the agencies for the time they provided to make this a success. →

#### Asset Roll Out

The Department of Transportation is now live on the Asset Management system. The CORE Asset Team is currently working with the Tax Commission to implement on April 1, 2011. If your agency is interested in implementation of Asset Management, please submit a help desk case. →

#### Tax Updates

All 2010 tax updates were tested and loaded successfully. The Team has experienced a few issues with one agency employee calculations. The agency confirmed the employee's checks, the agency reversed the checks, then off-cycles were run to correctly pay employees over the same period of time. This issue could have been avoided if the suggested policies were followed such as moving employees with low leave balances onto Supplemental Pay Cycles, AND pay adjustments on an off-cycle or the following on-cycle payrolls. →



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## CORE Projects

### Project Updates

#### Treasury GL

The Treasury GL project which will convert the OST GL system to the PeopleSoft General Ledger system is progressing nicely. The Treasury GL product will interface with numerous systems at OST. Configuration is complete and interfaces and reports are being designed. Testing is in process. →

#### State Purchase Card Changed

The State is changing to a new purchase card vendor. The transition began in October with the Department of Central Services using the new program as a pilot agency. Additional agencies were added during November and December with the roll-out to be completed by January 1, 2011. →

#### Higher Ed Implementation

The Higher Ed implementation project has worked through the first set of testing and is beginning the Kickoff Meetings for the next group of Higher Ed institutions. This implementation that will finalize payrolls on PeopleSoft by the end of 2011 and will allow retirement of the legacy system. →

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## CORE Projects

### Highlight

#### **CORE Team Highlight of the Month – Loren Turner**

Loren Turner is the Project Costing, Grants and Contracts Lead for the Phase II Financial implementation. Loren has worked for the State for 13 years, and was formerly; with the Department of Mental Health. Loren helped with the upgrade of the Phase I modules and has successfully implemented three (3) agencies to the Phase II Financial modules. Loren is a valued member of the Financial Advisory Board.

Loren's "can do" attitude has helped the CORE Team be successful and creates a positive atmosphere for all who have the pleasure of working with him on a daily basis.

Loren likes Sci-Fi and Fantasy movies, and is a season ticket holder for THE University of Oklahoma football.

Thanks Loren for a great job, well done! →

#### **CORE Team Highlight of the Month – Mark Adkinson**

Mark Adkinson is the Accounts Receivable and Billing Lead for the Phase II Financial implementations. Mark also has been the Lead on the Treasury GL Project that went live December.

Mark comes to the CORE Team working as a Legislative Staff member as well as working with the Historical Society. Mark has a wealth of knowledge the rest of the Financial Team relies on not only about the various PeopleSoft applications, but state contacts to help the Team get the jobs completed.

Thanks Mark for a great job, well done! →

#### **'Welcome Back Carol'**

Carol Barton is back at CORE part time. When you hear her voice on the phone or receive a message through your Help Desk case, you will know the HCM Leader is back. →

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