HR/Payroll Project Update #2
April 21, 2020

Last week we provided a brief update and information on the different modules in Oracle that are being implemented. The Core Human Resources module, which is the foundation of the all the other functions is now running "live" and the team is currently focused on the Absence module. We've provided a few FAQs below to give you some additional information on this module and how it will change the way we process and approve absences.

Q.   What is the Absence module?
A.   The Absence module provides the capability to enter and track absence information in a much more consistent manner than we do today. Most employees, including managers will use the Oracle HCM system to request leaves.

Q.   How is the new process different than what we do today?
A.   In the current environment, Leave Request processes vary widely by department, but most of them are manual. In Oracle HCM the process is automated and is consistent for everyone. In addition, employees will be able to check their leave balances, look at their leave history, and modify or delete Leave Requests. Requests can be made for partial days, full days, multiple days, and future dates.

Q.   What types of Leave Requests can I enter?
A.   The Absence module can handle all types of Leave Requests that are in your union contract.

Q.   How will the new process work?
A.   Once an employee completes a Leave Request, they submit it. The request then goes to Line Manager for approval. The Line Manager is notified within Oracle HCM that there is a pending Leave Request. The manager can review the request, add comments, and either Return the request for more information, Reject the request, or Approve the request. Once a Request is approved, it automatically appears on the employee's timesheet.

Q.   What if I need to change or cancel a Leave Request?
A.   If a Request needs to be changed or cancelled, either the employee or the manager can do that. If changed by the employee, the request goes back to the manager for re-approval. If the manager modifies the Request, a notification goes back to the employee letting them know of the change.

Q.   How will these notifications occur?
A.   All requests are internal within Oracle HCM rather than by email.

Q.   When will this new process start?

A.   Key dates for the Absence implementation are:

6/8 – 6/12	Absence Demos for Employees and Managers (tentative)
6/18	Absence Go Live – County
6/25	Absence Go Live – City
6/22 – 6/26	Employee Self Service and Manager Self Service Training

Q.   When and how will I be trained in this new process?

A.   Prior to Absence implementation, we will produce demonstration videos showing how the process will work. We will also publish scripts for you to following when you actually start entering Leave Requests. When the Absence module goes "live", we will send you your login information with instructions on how to log in and out of Oracle HCM. Shortly after the Absence module is live, we will conduct training sessions that will show you how to access and enter Leave Requests. The actual type of training delivery mechanism e.g., live, webinar, etc. will be dependent on the status of the Covid virus situation at that time.

Q.   What are the target dates for the remainder of the project?

A.   The key dates for the remaining phases of the HR/Payroll Project are:

6/25 – 7/2	Time and Labor Demos (tentative)
7/9	Time and Labor Go Live – City
7/16	Time and Labor Go Live – County
7/13 – 7/17	Time and Labor Training
8/3 – 8/7	Benefits Demos (tentative)
8/10	Benefits Go Live – City and County
8/10 – 8/21	Benefits Training
9/25	First Payroll Run – County
10/1	First Paycheck – County
10/2	First Payroll Run – City
10/8	First Paycheck - City

For more information, contact Skip Philson at sphilson@lincoln.ne.gov, 402-441-6014. These FAQs will be posted on the HR/Payroll Website. To access the Website, go to lincoln.ne.gov. Log into the IntraLinc at the bottom of the page. Then click on either Finance or Human Resources and look for the HR/Payroll link.