UMBC
AN HONORS UNIVERSITY IN MARYLAND

SHARED SERVICES CENTER UPDATE

Vision

Meeting the needs
of UMBC
one
Shared
Service
Center
at a time.

Jacinta Kelly

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PHASE II CENTER UPDATES

Student Affairs

The biggest change in the Student Affairs Shared Service Center is the addition of our new Business Manager, Dusti Kottke.

Dusti joined us in July and has hit the ground running. She's busy learning systems and will be integral to our efforts to expand by the end of this fiscal year. If you have a moment, welcome Dusti to UMBC at dkottke@umbc.edu.

BUSINESS PROCESS IMPROVEMENT UPDATES

PageUp

PageUp, our Applicant tracking vendor came to UMBC for a 2 day onsite system overview in September. Since then Human Resources has been meeting with PageUp to configure the system to our specifications. The system will be configured and tested by January 2017. Training and the departmental system roll-out will occur in the Spring time frame.

Join the myUMBC group (http://my.umbc.edu/ats) to stay up to date about the project.

Electronic Reimbursement Forms

Imagine This:
You've just returned from your trip. You have a pocket full of receipts, to use as supporting documentation. You dislike completing the form to get your money back, but how else are you going to get reimbursed?   Plus, there always seems to be a mistake. Or the form gets "lost" in the campus mail..

But, wait!

Soon you will be able to go online and complete the form. Plus, you can scan the receipts and attach them to the form.

Wait! There's more!

The form no longer has to be printed and signed. What?!! Yep, it can be signed electronically. Then you forward it to be electronically signed by the approver.

Ok, wait! It gets better!

The new electronic form has pre-populated fields for per diem [for domestic travelers only]; links for Google Maps to determine mileage [Oh and yes, it will allow you to change your start/home destination if needed!]; there's a link for Currency Conversion too!

The form **does** require that you use your proper name, i.e., Joshua not Josh; and proper address. Forms which need to be returned will be transmitted electronically, and include the reason for the return as well as the initials of the person who returned it. No more need to reprint and correct the form! This leads to less lag time and therefore, less turnaround time for the request, i.e., campus mail, lost/misplaced/lingering-on-someone's-desk copies, the "I forgot to do that" copy or lastly, the "Wait-I-thought-someone-else-was-going-to-do-that' copy.

Thank you to the Focus Groups comprised of various power users from as many different departments, who were shown the product and interviewed for their feedback. Their suggestions and recommendations were considered and applied to enhance the product if suitable. Don't worry, it you have a new suggestion after using the form just let Accounts Payable know and it can be considered.

Training will be made available in order to optimize your user experience.

DocuSign

Can you image having the ability to sign documents online? Docusign will allow you to create a signature, which can be used to sign any document sent electronically, including the document referenced above. How cool is that?!!

Coming soon...

UMBC 101: What You Need to Know

A class has been designed to help new employees get acquainted with websites and other online resources commonly used on campus. There is no way to cover every possible resource, however, we will try to cover the most needed and common resources. The class will include: PeopleSoft (Finance, Human Resources and Campus Solutions [SA]), myUMBC and Blackboard just to name a few.

We want our new employees to thrive by understanding the UMBC lingo, while having a better idea of what is available to them and what to ask about if they have a question.

Classes will begin soon. Invitation to the class is based on list received from Human Resources for new employees who have been hired. Our plan is to invite employees within 30 days of their report date.

This is our way of saying, "Welcome to UMBC!"