

## Pilot groups prepare MyYSU for campus-wide launch

**E-mail will be migrated in phases over the summer**



Bob Tupaj

A pilot group of about 100 employees and students are now using the new MyYSU portal in preparation for a campus-wide launch scheduled for the start of the fall semester.

"We are looking for this group to give us feedback on what they like – and dislike – about MyYSU so we can make any necessary adjustments prior to the 'go live' this fall," said Bob Tupaj, leader of the MyYSU implementation team.

MyYSU is an internal Web site that allows YSU students and employees quicker access to the type of information that relates directly to their needs, Tupaj said.

"Whether it is campus announcements, e-mail, an electronic calendar, group communications, links to favorite Web sites or an up-to-date weather forecast, it is all in MyYSU," Tupaj said.

The Office of Marketing and Communications was the initial group in the pilot to undergo training on the new system. During a three-part training session in early March led by Donna Wainio, the staff set up an office calendar, learned how to organize group communications and experimented with other features of the portal.

"Even-though I have been involved in

the portal implementation for a few months, it wasn't until these training sessions that I really began getting a feel for the many different, innovative ways that MyYSU can change the way we work," said Ron Cole, manager of News and Information Services in the Office of Marketing and Communications. "This system obviously has much potential for improving communications across campus."

On March 17, other students and employees in the pilot groups began training.

A major feature of MyYSU is a new portal e-mail system, Tupaj said. The current CUE mail system will be migrated to the MyYSU system in phases over the summer.

"People obviously are very sensitive to any changes in their e-mail, so we are taking every step possible to make this transition smooth and worry free," said Tupaj, adding that students and employees will receive various communications prior to fall semester about the changes.

Student e-mail will be migrated alphabetically over the summer months. Plans call for employee e-mail being migrated over the summer starting with the pilot groups and then by department/office, Tupaj said. Departments/offices will be given prior notice as to when e-mail will be transferred. During the transfer, students and employees will not be able to read, view, send or receive e-mail from on or off campus, Tupaj said. ■



Provost Bob Herbert learns about the MyYSU portal during a training session with Donna Wainio in Kilcawley Center. Herbert is among about 100 employees who are part of a pilot group using the new system.

## Human Resources/Payroll system implementation underway

The process to implement SCT Banner software in Human Resources and Payroll is underway and on schedule to "go live" in phases during December 2006 and January 2007.

A core team of 14 people is meeting twice a week to prepare for the launch of the new system, which will offer a variety of convenient, electronic services to employees across campus.

"This new system will greatly improve

the efficiency in both HR and Payroll by reducing paper flow and increasing timeliness of information for processing," said Rhonda Adams of Financial Services.

Cindy Miller, administrative assistant in Human Resources, said HR currently processes everything by hand, including sick leave and vacation forms.

"It's a lengthy process," she said. With Banner, employees will be able to access information on sick and vacation days

online, she said.

The team also is looking into processing time cards electronically, she said.

Miller is co-leader of the core team with Mary Jo Repasky-Skea.

The core team consists of Miller, Adams, Repasky-Skea, Ron Granger, Susan Lewis, Steve Lucivjansky, Dennis Konik, Maureen Yambar, Mary Noble, Ram Kasuganti, Donna Wainio (ad hoc), Becky Geltz (ad hoc), Eileen Greaf (advisor), and Carol Chen (advisor). ■

## New director moves wireless plan

by Donna Esterly

Interim Chief Technology Officer

Spring is a good time to take a few minutes from your busy schedules to give a Banner welcome to our new director of Network Services, Jason Rakers.

Jason joined the Network Services team early in January, replacing former director Tom Doctor, who retired in February 2005.

He brings a background in several wireless technologies, serving as the technical project leader for the wireless Internet



Jason Rakers

service offered by Allegheny Energy in Greensburg, Pa.

Jason has been busy formulating plans to implement the recommendations in the IT Master Plan to make wireless technologies available on campus.

On March 6, a wireless network beta test was completed with the help of Student Government and faculty members from Computer Science and Information Systems.

YSU has been offering limited wire-

less network connectivity in the Maag Library through the use of a laptop borrowing process. The wireless network beta test explored opening the existing wireless network to any mobile computing device.

Wireless network services will be available in Maag Library and other locations on campus beginning in May 2006. Throughout 2006, common areas across 10 campus buildings also will become wireless network accessible, allowing students, faculty and staff remote access to YSU network resources and the Internet.

Jason also has experience in the development of IT network security standards and policies that will contribute to the development and implementation of a comprehensive electronic security plan at YSU.

Jason earned a bachelor's degree in Management from St. Francis College in Pennsylvania and a master's degree in Information Systems Management from Robert Morris University in Pittsburgh and is currently studying for a doctorate in Information Systems and Communications at Robert Morris.

Please join me in extending a warm welcome to Jason and in leveraging his expertise to continue to progress in implementing the IT Master Plan recommendations. ■

## Student system phase in begins in September

Students will be able to apply for admissions and track their status, view and pay their tuition bills and conduct dozens of other similar tasks online with the new SCT Banner student system.

"Students will be able to do just about everything online," said Jeanne Herman, Associate Registrar and the head of the team implementing the new software.

The student system encompasses the offices of admissions, student accounts, academic advising, records and registration, student life and housing.

The system will be phased in beginning in September and should be in place in full by March 2007 for students applying for the 2007-08 academic year. "This is not only the largest system in the Banner implementation on campus, but it also is one of the most complicated," Herman said.

Members of the student team are Herman, Jonelle Beatrice, Mary Bodnovich, Jayne Caputo, William Countryman, Marie Cullen, Sue Davis, Jack Fahey, Becky Geltz, Marayamah Hassan, Jim Herschel, Cary Horvath, Tom Masters, Don O'Connell, Elaine Ruse, Jody Patrick, Judy Richards, K.J. Satrum, Pauline Saternow, Julie Sharrow, Dannielle Myers, Richard Sweany, Donna Wainio, Marilyn Ward and Tina Wientz. ■

## Bit and Byte



Eileen Greaf

In this column, YES project managers, Eileen Greaf and Carol Chen, answer some of the most pressing questions about the project.

### When is the next Banner upgrade?

Banner 7.2 will be installed by our Oracle database administrators and will be available for users' review and testing during the months of April and May 2006. The tentative go live date is scheduled for May/June 2006. Additional upgrades will occur during 2006 to facilitate Financial Aid's requirements of Banner 7.4 by late summer.

Carol Chen

### When will alumni and friends be able to make a donation by credit card payment using Banner Advancement Self Services?

In order to allow the general public or alumni to make a donation via Self Service Banner (SSB), the Advancement SSB work team is working hard to set up the process and test it over the next two months. The tentative "go live" is late April 2006.

### Are there any major policy/procedure changes planned in conjunction with implementation of the Banner HR/Payroll system?

To improve system efficiencies, the number of payroll pay cycles will be reduced to two, effective January 2007 – bi-weekly for hourly employees and semi-monthly for all others. Not yet finalized, but under consideration, is a move to employee Web time and leave entry. Refer to the YES Web site Advisory Committee notes for February and March 2006 for decision papers on both of these

changes. Input on the web time and leave entry decision can be directed to Cindy Miller at cdmiller01@ysu.edu.

### Will there be any reporting tools available to end users for ad hoc reporting in Banner?

Currently, Microsoft Access is available for ad hoc reporting in Banner. A more robust reporting tool, WebFocus from IBI, was purchased in December 2005 to support development of ad hoc and analytical reporting in Banner. ■

## Cleo Nastopoulos retires

Cleo Nastopoulos, a programmer/analyst 5 in the Computer Services department, retired on April 1.

Cleo provided strong, reliable technical support to administrative systems for 28 years and has been very involved with the YES Banner implementation. From all of your Banner Buddies, thank you and good luck.