

Information Services and Technology

Enterprise Applications Overview

Enterprise Solutions

November 2017

The Team

General Administration and Project Management

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Terry Harris – Portfolio and Program Manager

PeopleSoft Campus Solutions/Tribal GSMS

Barbara Peebles – Service Delivery Manager

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PeopleSoft Human Capital Management

Lorraine McCrimmon – Service Delivery Manager

Afroza Shivji – Business Analyst

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PeopleSoft Technical Team

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Norman Brown - Technical Manager, Finance & Research

Janet Arndt – Security/Business Analyst

EDRMS

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James Hansen – Developer

REMO

Joey Tolentino – Manager

Michael Ironside – Business Analyst

Yan Chen – Systems Analyst

Enterprise (Snapshot)

Bear Tracks (Student and Employee Self-Service)

Employee Center

Instructor Center

Applicant/ Student Center

ePay

eBenefits

eProfile

PeopleSoft Campus Solutions 9.0

Campus Community

Recruiting & Admissions

Records & Enrollment

Financial Aid

Student Financials

Academic Advisement

Curriculum Management

Tribal SITS (GSMS)

eVision

Students

Admissions

Funds Manager

PeopleSoft HCM 9.2

Human Resources

Time & Labour

Benefits Administration

Payroll

GT Smart Forms

PeopleSoft Financials 9.1

Billing

Receivables

General Ledger

Projects

Grants Management

Customer Contracts

Payables

Purchasing

Travel & Expenses

Asset Management

Huron Research Ethics & Management Online (REMO)

Research Ethics Board (REB)

Animal Care and Use Committee (ACUC)

Conflict of Interest

Safety Committee

Electronic Document & Records Management (EDRMS)

Alfresco Records Management

Ephesoft

Alfresco Document Management

Kofax/Kodak Capture

Other Applications

User Productivity Kit (UPK)

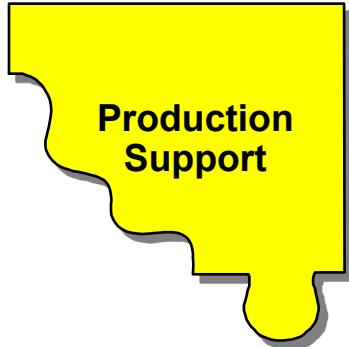
SaaS and Integrated Applications

AdAstra
(Course Scheduling & Room Booking)

Coupa Procurement
(SupplyNet)

Oracle Planning & Budgeting
(uPlan)

Application and Infrastructure Services



- Application Production Support
- Application Security Services
- Database Management Services
- Batch Management
- Patch Application
- Infrastructure Currency

Oracle/PeopleSoft

TCS
Application
Management Services

IBM
Infrastructure
Management Services

REMO

IST
Application
Management Services

IBM
Infrastructure
Management Services

GSMS and EDRMS

IST
Application
Management Services

IST
Infrastructure
Management Services

Relationship Management



- Change Advisory Boards
- IST Steering Committee
- Change Release Planning
- Business Needs, Goals & Objectives
- Business Process Evaluation and Innovation

Governance

IT Steering
Committee
for Administration

Change Advisory Boards

Finance
& Research

HCM

Campus
Solutions

EDRMS

GSMS

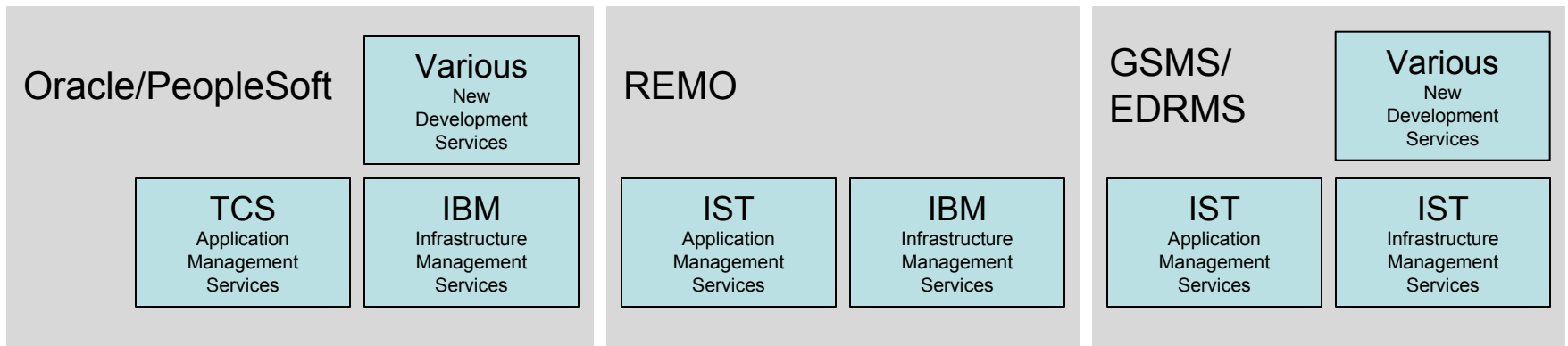
REMO

Click the following link to access: [IT Governance Website](#)

Program & Project Management



- New Module and Feature Deployment
- Application and Tools Upgrades
- Solution Integration and Improvement
- Quality Assurance and Testing
- Change Release Management
- Application Training Development
- Implementation and Warranty Support



Administration & Management



- Major Development Planning
- Vendor Negotiation and Service Delivery Management
- Risk Management and Quality Assurance
- Security and System Audits
- Contract Performance Management

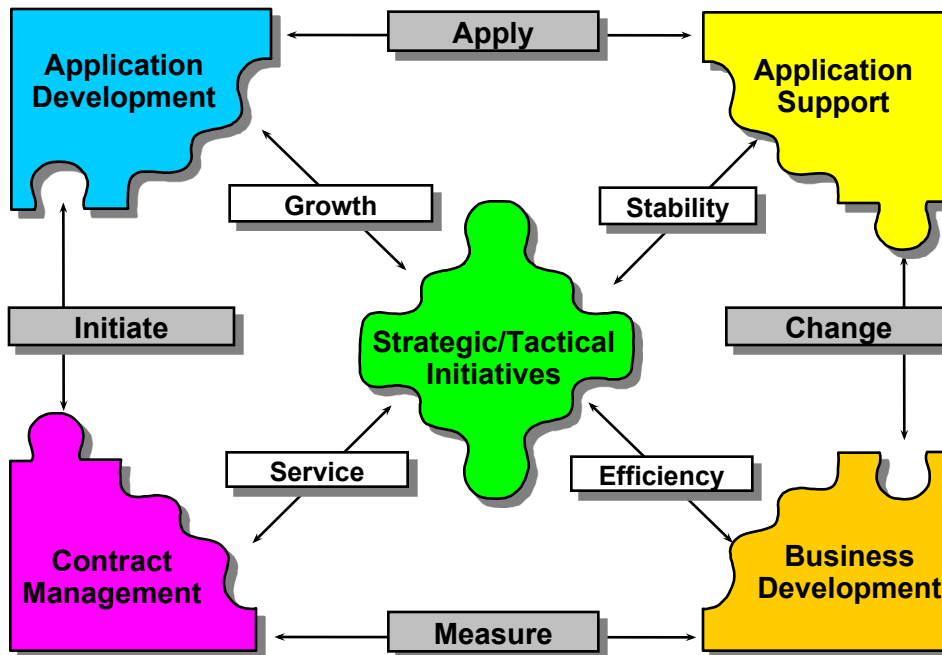
Enterprise Applications

Project Management

- Application and Tools Upgrades
- Project Training Development
- Knowledge Transfer and Transition Management
- Implementation and Warranty Support

Application and Infrastructure Management Services

- New Module Implementation
- New Feature, Function and Technical Tool Deployment
- Solution Integration
- Quality Assurance and Testing
- Continuous Solution Improvement
- Change Release Management



- Application Security Services
- Application Production Support
- Database Management
- Batch Process Management
- Patch Application
- Infrastructure Currency

- Major Development Planning
- Vendor Negotiation
- Vendor Service Delivery Management
- Risk Management and Quality Assurance
- Security and System Audits

- Change Advisory Boards
- AIS Steering Committee
- Change Release Planning
- Business Needs, Goals & Objectives
- Business Process Evaluation and Innovation

Administration and Management

- Budgeting and Forecasting
- Operations and Financial Management
- Contract Performance Management

Relationship Management

Implemented Enterprise Applications

Application	Description
Bear Tracks	Is the self-service Campus Solutions module that allows University constituents access to view and manage items related to their relationship with the University. Constituent groups include instructors, applicants, students, former students and guests.
Human Capital Management (HCM)	Enables the U of A to plan workforce requirements, commence employment, manage employment activity, administer compensation and benefits programs, generate payroll and produce operational and legislated reports.
Financials	Enables the U of A to control and monitor costs, track operating and capital costs throughout the procurement cycle, perform revenue and customer collections management, track project costs, and produce operational and financial reports
Campus Solutions	Enables the U of A to manage all aspects of academia and the student lifecycle including, but not limited to, recruitment, admissions, advisement, enrollment, records, course/class/exam management, grading, graduation, scholarships and awards, tuition and fee assessment and payment and all verification and certification of the above-mentioned processes (e.g. taxation, transcripts, degrees, etc.)
GSMS	Enables the Faculty of Graduate Studies and Research (FGSR) and all Graduate departments to manage the graduate admissions process. Applicants use the web e:vision portal to apply for admission to Graduate programs and track the status of their applications. FGSR currently uses the SITS client to manage the Graduate awards process.
Research Ethics and Management Online (REMO)	REMO provides a system for institutional research ethics management that enables the preparation, submission, review, and approve of research ethics applications online. The system helps the UofA to stay compliant from protocol creation to study completion, as well as the post-approval monitoring of animal research activities. In addition, REMO allows for ancillary and operational review and approvals from units such as Environmental Hazards, Animal Facilities, and Research Services Office (RSO) and external units such as NACTRC, Covenant Health and Capital Care.
SupplyNet	Enables the U of A to provide an eProcurement marketplace. This includes contracted Preferred Supplier catalogues through an eProcurement solution. This is integrated and interfaced with PeopleSoft Financials.
uPlan	Enables the U of A to provide a long-term, sustainable solution to support its planning, budgeting and forecasting business needs. This includes unit self-service real-time planning, budgeting, forecasting and day to day operational budgeting administration. This is integrated and interfaced with PeopleSoft Financials.
User Productivity Kit	Is the Oracle-delivered training development tool that allows the U of A to easily create task- and role-specific, web-based training. It is important to note that training development is not restricted to Oracle-based applications (it is platform-agnostic), but pre-recorded training content on PeopleSoft applications is delivered with the software.

Implemented Self-Service Modules

Module	Description
Instructor Center (PeopleSoft Campus Solutions)	Allows instructors access to view teaching and exam schedules, view/print/download class rosters, send email notifications to enrolled students, view/print/download grade rosters, upload/input/submit final grades for students, view/print grade distribution reports for classes, assign web sites to classes that students will see the link to in their class schedules, search for classes and browse the course catalog. Instructors also have access to view/edit their own personal information such as preferred name, addresses, phone numbers, email addresses and emergency contacts.
Applicant/Student Center (PeopleSoft Campus Solutions)	<p>Undergraduate applicants can view the status of their application, including items outstanding and received in support of their admission. Once admitted, applicants can also view/print a report showing the status of transfer credit, where applicable. Applicants can also accept or decline offers for on-campus residence, if they indicated interest in residence on their application for admission. Additionally, applicants can accept or decline offers of admission and pay for any related admissions deposit.</p> <p>Students have access to view/edit the course planner, view/edit the schedule builder, view/edit the watch list, view/print/download the class schedule, view class textbook and materials information, add/drop/swap/validate classes, view enrollment dates, change program (when admitted to more than one program), view/print official correspondence, view grades, view tentative and final exam schedule information, view/print unofficial transcripts, request official transcripts, view/print the statement of results, request verification documents (proof of enrollment and degree/certification), view the status of official transcript and verification document requests, view/print current and historical transfer credit reports, apply for graduation, view/edit graduation status, view/edit direct deposit banking information for tuition refunds, view/print fee assessments, view/print T2202A and UPass tax forms and submit online payments for tuition and fees.</p> <p>Applicants and students also have access to browse the course catalog, search for classes, view/edit their own personal information such as preferred name, addresses, phone numbers, email addresses and emergency contacts. Additionally, both have access to view/accept undergraduate awards, view financial account details and view financial holds.</p>
e:Vision (Tribal SITS)	<p>Graduate applicants can apply for admission to graduate programs, track the status of their admission, communicate with departmental advisors and upload documentation relevant to the admissions process.</p> <p>Once the Graduate application for admission is submitted, Graduate advisors, chairs and reviewers can review, track, communicate with applicants or internal users, upload documentation and make admission decisions.</p>

Implemented Self-Service Modules

Module	Description
ePay	Allows employees to view/print paycheques, view/edit direct deposit banking information, grant/withdraw consent for electronic T4 tax slips, and view/print T4 tax slips. Provides links to helpful information on viewing/printing paycheques, updating direct deposit and tax filing instructions.
eBenefits	Allows employees to view a summary of their benefits enrollment, view/edit benefits enrollments, and view/edit dependent/beneficiary information. Provides links to benefit specific information available on the University of Alberta Human Resources site. Allows NASA employees to view leave balances and absences for vacation and banked time.
eProfile	Allows employees to maintain their own profile. Employees can view/edit names, addresses, email addresses, phone numbers, and emergency contacts. Provides additional information on names changes and University of Alberta Alerts.

Implemented Campus Solutions Modules

Module	Description
Student Financials	Tuition and fee setup and assessment, charge and payment management and processing, student and third party billing, cashiering, third party contracts, refunds, collections, general ledger interface with Finance system, T4A and T2202A tax receipt generation and maintenance (in coordination with student records).
Records & Enrollment (subset of Student Records)	Enrolling students in classes, student term information, career and program information, enrollment summaries, term processing, enrollment reporting, enrollment verifications, transcripts, graduation, transfer credit evaluation, transfer credit rules, academic standing, tax reporting.
Curriculum Management (subset of Student Records)	Course catalog setup/maintenance, schedule of classes setup/maintenance, enrollment requirement/requisite setup/maintenance, facility and event information including exams, class roster generation, attendance roster generation, grading, instructor/advisor information.
Recruiting & Admissions	Maintaining prospects, admission application entry/maintenance/evaluation/processing, application fee/deposit setup/maintenance, external test score loading/processing, electronic application/transcript loading/processing, all auditing and reporting to support admissions application entry/maintenance/evaluation/processing - primarily undergraduate. All relevant graduate admissions information is interfaced to Campus Solutions from the Tribal SITS (GSMS) system daily.
Academic Advisement	Setup and maintenance of all rules and logic to support academic advisement functionality for the Faculties currently using this module. This includes course lists, academic requirements, requirement groups, course sharing rules, requirement usages, entity groups and dynamic conditions. Generation of advisement reports to be viewed/used by advisors in CS and students in Bear Tracks.
Financial Aid	Currently being utilized to support undergraduate scholarships and awards. Includes setup and maintenance of all scholarship and awards, setup/maintenance of all tables that support the awarding process, student aid year activation, award processing, assigning awards to students, authorizing and disbursing awards, posting monetary awards to the student financial account, posting honor/award information to the student record/transcript. All processes and reporting to support the scholarship and awards lifecycle.
Campus Community	View and maintain all aspects of every constituent's personal data, including addresses, emails, phones, ethnicity, languages, decedent data, FOIPP status, relationships/affiliations, names, emergency contacts, work experience, citizenship status, visa/permit data, residency data, external system ID, honors and awards, athletic participation. Also includes all processes and interfaces to support relationship transfers to the IMS for CCID creation. Additionally, add/updating person records is housed in this module for the Create Person/Affiliation processes. Centrally managed communications related to awards, admissions, records and fee assessment/billing/payment are generated and stored. Some Faculty managed communications are generated and stored.
Ad Astra	Facility scheduling software that integrates with Campus Solutions to assign room bookings and unify the entire campus on one highly visible system to eliminate double-bookings; optimizes academic room assignments for better space utilization.

Implemented HCM Modules

Module	Description
Human Resources	Setup and maintenance of organization structure and control tables required for business processes. Adding and updating person (name, address, email, etc.), human resource (department, job code, compensation details, etc.), and position records into the system. Viewing and reporting on employee, job, compensation, and position data.
Time & Labour	Organizing support staff into time reporting groups. Reporting and approving time through self-service as well as through time keepers. Tracking compensatory time off. Managing reported time and exceptions. Processing payable time.
Payroll	Setup and maintain earning and deduction codes, pay groups, pay calendars and pay periods. Establish garnishment payment and processing rules. Setup and maintain direct deposit, deductions and additional earnings for employees. Setup and maintain Canada Savings Bonds and Payroll Savings program information. Process payroll, post to the General ledger, produce third party payments and create a bank file for direct deposit or print cheques as required. Produce reports to monitor payroll processing and comply with regulatory and tax reporting requirements.
Benefits Administration	Setup and maintain benefit plans, programs, rates and calculation rules. Enter and maintain dependent/beneficiary information for employees. Automatically enroll employees and dependents into benefit programs and plans based on eligibility rules. Calculate and maintain leave balances. Send enrollment and change data to third-party benefits administrators (e.g. Alberta Pension Administration, Sun Life). View benefits enrollment summary and leave balances. Produce reports to monitor benefits enrollment and contributions.
GT eForms	eForms are online forms that capture employee information and related approvals for hires, job changes, and employment status changes. eForms eliminate redundant data entry, improve the tracking of forms, and improve access to information.

Implemented Financials Modules

Module	Description
General Ledger	Controls, monitors, administers and reports on financial information across the broad spectrum of accounting environments. Features and functions include journal entries, budget journal entries, ledgers and allocations. General Ledger receives data from each subsystem (PeopleSoft or third-party) including payroll journals from HCM, student accounting entries from Campus Solutions and external interfaces from Department program applications.
Payables	Tracks vendor information and provides vendor balances, invoice and payment processing. Receives external voucher interfaces from Campus Solutions and Department program applications. Payables also integrates with Receivables to process customer refunds.
Purchasing	Enables on-line management of purchase requisitions (open, approved, closed and cancelled) and purchase orders (open, dispatched, closed and cancelled). Offers the ability for users to inquire on procurement transactions from requisition to vendor payment. (<u>Note:</u> This module is only used by Olds College as the University of Alberta has transitioned Requisition + Purchase Order + Invoice Entry to SupplyNet)
eProcurement	Enables purchase requisition entry and online approval workflow (online or via email) at a requisition line level. User have the ability to monitor purchase requisitions through the purchase requisition lifecycle. (<u>Note:</u> This module is only used by Olds College as the University of Alberta has transitioned Requisition, Purchase Order + Invoice Entry to SupplyNet)
Receivables	Tracks customer information, outstanding items, customer account balances, payment information, aged analysis and collections to effectively manage customer activity. Receivables integrates with Billing to receive and maintain outstanding items for customer invoices. Receivables delivers functionality to generate customer refunds to Payables, generate finance charges for delinquent items and produce customer correspondence including follow-up letters, dunning letters and statements.
Billing	Generates billing invoices from multiple sources including Contracts, external Department program applications and manual on-line data entry. Billing supports generating customer invoices (single and consolidated), credit notes and adjustments. Billing integrates with Receivables to establish outstanding items and customer account balances.

Implemented Financials Modules

Module	Description
Grants Management	Create and submit research proposals. Track the status of research proposals and related processing tasks throughout the application lifecycle from proposal creation to project activations. The status of a proposal can be viewed by principle investigators, project administrators and faculty administrators via the Researcher Home Page.
Customer Contracts	Setup, maintain, update and monitor generated research contract awards including the future scheduling of sponsor invoices and management of sponsor award balances.
Project Costing	Setup, maintain, and manage operation, capital and research projects. Track the status of projects, manage project activities and monitor project balances. The status of a project and project balances for research awards can be viewed by principle investigators, project administrators and faculty administrators via the Researcher Home Page and the Electronic Research Administration and Control (eTRAC) reporting solution.
Expenses	Enter, submit and approve (online or via email) travel & expense claims and travel advances for operational and research expense reimbursements (including professional expense reimbursements). Provides the ability to redistribute travel & expense claims between valid ChartField combinations (SpeedCode).
Asset Management	Setup, enter and maintain capital assets of the institution. This includes the monthly depreciation of amortizable assets. Pooling of attractive assets for recording of the financial value of equipment assets. This includes tracking the status of such assets (new, in service, transfers and disposals).

Implemented GSMS Modules

Module	Description
Admissions	<p>Maintaining admission application entry/maintenance/evaluation/processing, and loading of related supporting documentation. View and maintain the applicant's personal data, including addresses, emails, phones, ethnicity, languages, decedent data, names, emergency contacts, citizenship status, visa/permit data, residency data. Centrally managed communications related to admissions are generated and stored. Departments managed communications are generated and stored. All relevant graduate admissions information is interfaced to Campus Solutions from the Tribal SITS (GSMS) system daily.</p>
Awards	<p>Currently being utilized to support graduate scholarships and awards. Includes setup and maintenance of all scholarship and awards, setup/maintenance of all tables that support the awarding process, award processing, assigning awards to students, authorizing and disbursing awards. Posting monetary awards to the student financial account and posting honor/award information to the student record/transcript is interfaced to Campus Solutions from the Tribal SITS (GSMS) system daily.</p>

Implemented REMO Modules

Module	Description
Research Ethics Board (REB)	Enables efficient submission, review, and approval of research ethics for studies involving human participants from UofA researchers, as well as external investigators from NACTRC, Covenant Health and Capital Care. The system helps the institution to stay compliant from protocol creation to study completion, and includes notification for ancillary and operational approvers such as the Research Services Office (RSO) and Environmental and Hazards Safety units.
Animal Care and Use Committee (ACUC)	This component supports comprehensive content and efficient workflow and management of compliant institutional ACUC processes from application preparation to electronic submission, review, and approval. Required additional security and authorization layer for working with animals are applied to UofA researchers, as well as external investigators from NACTRC, Covenant Health and Capital Care. The system helps the UofA to stay compliant from protocol creation to study completion, and includes notification for ancillary and operational approvers such as the Research Services Office (RSO), Animal Facilities, and Environmental and Hazards Safety units. This component also includes Post-Approval Monitoring (PAM) which allows the PAM committee as well as veterinarians to schedule site visits to monitor and report on procedures and incidents, when applicable.
Conflict of Interest	<p>The Conflict of Interest (COI) module implementation will provide an online system for the disclosure, assessment, annual updates and institutional management of potential and identified conflict of interest situations at the University of Alberta, by implementing the COI component within the Research Ethics and Management Online (REMO) system.</p> <p>Currently, there are there are two types of COI assessment at the university, both addressed by the Conflict Policy (“Conflict of Interest and Commitment and Institutional Conflict”). Each potential conflict is assessed and could potentially be allowed as long as it is managed appropriately. The two COI Procedures associated with the above Policy are: a) Conflict of Interest and Conflict of Commitment for UofA “Persons” (COI/COC); and b) Financial Conflict of Interest (FCOI) for UofA “NIH Investigators” (NIH FCOI).</p>
Environmental Health and Safety	<p>Environmental Health and Safety (EHS) has maintained over 20 disparate spreadsheets and outdated FileMaker Pro databases to manage all operational requirements. To improve efficiency, EHS required a solution to consolidate and facilitate operations. The Research Ethics and Management Online (REMO) provides the framework to meet EHS business needs. This new module will reduce data entry, and allow EHS subject matter experts to return to advisory roles. The database would also align with the University’s objective to standardize central supported systems and enable information sharing between units.</p> <p>This project is being executed in two major phases. Phase one went live January 2017 and addressed fundamental EHS requirements around locations and laboratories, equipment, and people.</p>

Implemented EDRMS Modules

Module	Description
Records Management	Users have the ability to upload, declare, file and categorize records based on business rules, contents and properties with a full audit trail.
Document Management	Users have ability to upload and tagged document with metadata. This also allow user to preview and download the documents.
Ephesoft	Ephesoft is an .Intelligent Character Recognition Tool. This tool allows to scrape information from the documents and which helps to reduce or mitigate manual entry of the metadata.
Kofax/Kodak Capture	Kofax and Kodak Capture are used for scanning and indexing the documents.