In this issue of The Sentinel you will find the announcement of the spring 2018 edition of APSAC’s Richard A. Hadley Professional Development Series which will take place on April 24 at 6:30 PM in Fowler Hall. I am proud to share that APSAC has invited Eva Kor to deliver a lecture about forgiveness and perseverance. Ms. Kor is a Holocaust survivor, advocate and educator who’s message has inspired millions. You can find out more about her and her message in the article on page 2 or by visiting the website CANDLES Holocaust Museum and Education Center which she founded in 1984 (candlesholocaustmuseum.org).

A visit by Ms. Kor to our campus is a tremendous opportunity for the Purdue community; she has distilled her reflections on her direct experience of the Holocaust and her aftermath into a powerful educational message that is moving, thought provoking, and increasingly rare. All members of the Purdue community can benefit from her learnings about the importance of locating, cultivating and honoring each person’s individual agency over their mind and body. As we strengthen our ability to reflect upon and actively choose our thoughts, feelings and actions, we become less reactive to our world, community and work environment and more able to proactively engage with our environment to create positive change.

As chair, I would like to thank our APSAC members for their dedication and work coordinating this opportunity—namely, Michelle Hadley, Danny Vukobratovich, Mike Hill and the rest of the professional development subcommittee. APSAC could not have arranged for this visit without the financial support of the Office of the Provost, Office of the Treasurer and the Office of the Vice President for Research and Partnerships; we are so grateful for their support of this professional development opportunity. The annual Richard A. Hadley Professional Development Series was established by the generous gift from a long-time Purdue staff member. APSAC receives no recurring funds from the university budget to cultivate these professional development opportunities for the campus. If professional development is important to you, please consider donating to the Richard A. Hadley Professional Development Series (http://www.purdue.edu/apsac/Lectures/Hadley/index.html) so that we can continue this work.

2018 APSAC EXCELLENCE AWARD

Nominations for the APSAC Excellence Award opened on March 1, 2018. Please consider nominating a colleague. The link to nominate will be on the APSAC webpage.

This award recognizes a full-time administrative or professional staff member (Operational/Technical staff are included) from the West Lafayette campus who demonstrates excellence by:

- Leading by example
- Showing exemplary customer service
- Acting as a University Ambassador
- Being a high performer

The winner of the award will receive a plaque and $1,500 (subject to tax withholdings). Current APSAC members cannot be nominated. Any member of the University community can make a nomination.

Nominations must include:
- A statement that outlines how the nominee meets the areas of excellence listed above.
- Two letters of recommendation from any faculty, staff, or student.

The 2017 Excellence Award winner was Brooke Linn, Associate Director of Undergraduate and Alumni Services in the School of Management.

Questions may be directed to Jackie Baumgardt, jackieb@purdue.edu or Carrie Hanson at carrie@purdue.edu.

APSAC MEMBERSHIP DRIVE 2018

The Membership and Communications Subcommittee (MAC) of APSAC would like to take some time to thank all those Purdue employees that applied to APSAC during the membership drive of 2018. There was a total of 31 candidates that were interviewed.

There were so many great applicants this year, making it a difficult decision to recommend individuals that would help APSAC be a strong leader for Purdue and be advocates for the AP staff. The process for selecting new APSAC members is: 1) online application with resume 2) face-to-face interview with members from the MAC subcommittee of APSAC 3) formal recommendations sent to the office of the president for approval. New APSAC members are invited to the APSAC meeting in May to be introduced. Thank you all that applied and we are extremely excited to bring on new determined individuals that genuinely care about the wellbeing of Purdue employees and take great pride in making Purdue a great working environment.
Purdue staff members, faculty and students won’t want to miss the unique opportunity to hear a remarkable story of survival, perseverance and forgiveness, in the 2018 Richard A. Hadley presentation, coming Tuesday evening, April 24th at Fowler Hall featuring Holocaust survivor and forgiveness advocate, Eva Kor. The event starts at 6:30 PM, doors open at 6:00 PM. Seating is limited and on a first come, first served basis.

Recipient of the 2017 Sachem award, the highest honor in the state of Indiana, Eva Mozes Kor is a revered public speaker. With the driving message of "never give up" in mind, Eva has emerged through a life filled with trauma as a brilliant example of the power of the human spirit to overcome. She is a community leader, a champion of human rights, and tireless educator of young people. Even in her eighties, Eva has been traveling across the United States and Europe to share her message, in addition to leading hundreds of people on a journey to Auschwitz each year. Eva is one of the few surviving twins still sharing her personal account of the medical experiments supervised by Nazi doctor Josef Mengele at Auschwitz.

In addition to the importance of her account of the Holocaust from a historical perspective, Eva’s life lessons and message of survival and forgiveness touch the lives of thousands of people. In 1995, Eva chose to forgive the Nazis. She decided that they would no longer have power over her life. She describes forgiving the Nazis as an act of self-healing, self-liberation, and self-empowerment; forgiveness is not about the perpetrator, not about forgetting. It is one step toward repairing the world by helping victims free themselves from perpetrators and remove anger and hatred.

Eva is one of thirteen survivors featured in New Dimensions in Testimony, a new interactive technology created by USC Shoah Foundation to preserve survivor testimonies and continue the dialogue between Holocaust survivors and learners far into the future. Her story is documented in the award-winning film Forgiving Dr. Mengele and the popular young adult book Surviving the Angel of Death: The True Story of a Mengele Twin in Auschwitz. Her story of forgiveness is also recounted in the German book Die Macht Des Vergebens (The Power of Forgiveness). Premiering in April 2018, Eva’s story will be the subject of a feature-length documentary, Eva A-7063.

In 1995, Eva opened CANDLES Holocaust Museum and Education Center in Terre Haute, IN, with a mission to illuminate the world with hope, healing, respect, and responsibility through education about the Holocaust. The only Holocaust museum in Indiana, CANDLES is also the only organization in the world dedicated to the memory of the twin victims and survivors of medical experimentation at Auschwitz. Many thousands of people, including many school groups, have visited CANDLES since it opened. Eva’s account of her survival of the Holocaust offers many relevant lessons on the dangers of hate speech and prejudice, and the importance of being an informed citizen. Eva’s message of healing reaches across the globe and across social, economic, and cultural boundaries.

Eva’s life is an introduction to the possibility of healing that opens minds and demonstrates that important first step toward self-release from victimhood. Her message is like a tree, with spreading branches extending from their trunk in all directions, providing a sense of strength, life, freedom, renewal, and vitality.

About the Richard A. Hadley APSAC Professional Development Series

The Richard A. Hadley APSAC Professional Development Series presents an event each spring through the efforts of the Professional Development subcommittee of APSAC, the Administrative and Professional Staff Advisory Committee. The event is open to all Purdue staff, faculty, students and their family members. This year’s presentation has been jointly sponsored by the offices of the university provost, treasurer, and research & partnerships.

The Hadley series is named for an alumnus and past Purdue employee who was a founding member of APSAC. Richard Hadley was a senior mechanical engineer at Purdue for almost 25 years before his death in 1993. Hadley presentations are intended to provide career enrichment for staff members. One is arranged for each spring by the Professional Development subcommittee of APSAC. The series is supported by the Richard Hadley Memorial APSAC Fund for Staff Development. Gifts to that fund can be made through the University Development Office with a notation of "Richard Hadley Memorial APSAC Fund for Staff."
APPROACHING FINANCE GO-LIVE, SOME PROCESSES WILL FREEZE

Transform Purdue’s finance project will deploy the redesigned financial structure on July 1, 2018, as well as upgrading SAP to SAP S/4 Hana. To prepare for deployment, there will be changes in the normal operating paradigm to reduce overall data conversion risk. Procurement, Travel and Accounts Payable will all experience pauses in some processes.

Procurement
The Procurement pause dates were shared at the March 7 DFA meeting. Julie Smith, Cindi Stinebaugh and Debbie Walker attended the business management cluster meetings reviewing the procurement pause dates and have collected/answered questions. Business offices and Procurement will work with faculty to complete purchases.

Two of the key Procurement pause dates to be aware of:

- On May 9, Ariba requisitions need to be approved by 5 p.m.
- On June 27, purchase orders are closed in Ariba and vendor payments are processed.

Procurement-related questions can be directed to pshelpdesk@purdue.edu.

Travel
As far as Travel, Friday, June 15, 2018, is the last day travelers can submit and fiscal approvers approve expense reports to ensure reimbursements that need to be recorded in FY18. Thursday, June 21, 2018, is the last extract for Concur for FY18. Expense reports that miss the deadline will need to be deleted and re-created because the ‘old’ data will be assigned to them.

When SAP goes down June 29, 2018, at 5 p.m., please do not create/submit travel requests or expense reports through Concur.

Accounts Payable
Thursday, June 28, 2018, is last day to process accounts payable wires, Automated Clearing House, Single-Use Account invoices for fiscal year 2018. It is also the last day to complete an AP Check Payment Run.

Friday, June 1, 2018, is the deadline for invoices to be received in Accounts Payable to ensure posting in FY18. All DIV and ZV60 documents received must be ready to key. “Ready to key” means that the vendor is set up, tax coding is complete, the account string is valid, the invoice and appropriate back documentation are included and the invoice is due on or before July 13, 2018.

Invoices due after July 13 need to be held and processed after conversion, and ZV60s should not be submitted for them.

Friday, June 22, 2018, is the last day Banner bursar refunds will post to invoices in SAP.

Accounts Payable questions can be forwarded to Judy Ewbank

A webpage is available with department-specific information related to the pause dates.

In addition, the resources below are available to provide more detail on the pause dates and related deadlines, and business offices are encouraged to become familiar with the materials to further their understanding of the changes. Interim processes have been created for the transition period.

- Frequently Asked Questions
- Transaction Pause Dates
- Finance-Related Transaction Pause Dates
- Finance Transformation Cutover Guide

PROFESSIONAL DEVELOPMENT WITH LYNDA.COM

Purdue University provides lynda.com tutorials to its faculty and staff at no charge. Tutorials are available on HTML Essentials, JavaScript Essentials, Photoshop, Time Management, Productivity, Excel, PowerPoint, Word, InDesign, and much, much more. Human Resources Leadership and Organizational Development will work directly with colleges and departments to leverage lynda.com within their workforce. Specific courses will be featured in future Purdue Today articles.

- Get access to lynda.com: www.purdue.edu/hr/lod/lyndaTraining/index.html
- Questions may be directed to lod@purdue.edu. For more information, view Leadership and Organizational Development’s core services page at www.purdue.edu/hr/lod.
HUMAN CAPITAL MANAGEMENT TRANSFORMATION PROJECT TO DEPLOY JANUARY 2019

In order to improve both quality and risk profile, the Human Capital Management (HCM) transformation project will deploy in January 2019.

The new implementation date provides needed time to allow for previously deferred improvements, a longer stabilization period following the July 1, 2018, Finance (General Ledger) project go-live and the lowest technical risk to the systems. In addition, the extended time will allow the team the ability to focus on the project’s three challenges:

Job Family Structure, a key pillar of the HCM project, deserves and needs further understanding and discussion.

The technical complexity around the interfaces require a more robust and lengthy testing cycle than originally expected.

Additional education and training is needed to improve the understanding of the new processes by university users.

“Our priority and number one commitment continues to be delivering the best quality product to our colleagues and the University as a whole,” said Tim Werth, director, Business Process Reengineering. “The January 2019 go-live date positions us with the necessary additional time to collaborate with our team members, university leadership and future end-users of these new and improved processes to ensure a successful implementation.”

The team is making many preparations in order to ensure a successful deployment. For instance, the team has planned three business readiness review cycles to measure progress. Additionally, the project team is developing partnerships and implementation teams across all Purdue campuses to create engagement plans to help better understand the ensuing changes.

Learn more

SIMPLIFIED SUMMER PAY PROCESS CHANGES COMING SOON

A new summer pay application -- Summer Employment and Effort Management Leading Efficiency through a Simple Solution application – known as SEEMLESS, will replace the current manually-driven summer calendars. SEEMLESS is an integrated solution that collects time and cost distribution information for all academic year (AY) faculty, processes the pay and makes corrections to prior period pay during subsequent periods.

Sneak peek videos are available that allow both business office staff members and faculty an opportunity to see the simplicity of the application in action. Links to the sneak peeks are below:

- Business Office Sneak Peek
- Faculty Sneak Peek

The SEEMLESS application will provide many benefits as it will:

- Automate the current manual process of summer payroll
  - Eliminate need for manual keying of summer calendars to reduce processing time
  - Reduce rework due to changes and retroactive adjustments by providing real-time validation of accounts and funds
  - Eliminate paper processing
  - Simplify the workflow for summer payroll processing
  - Provide an intuitive user interface that is easily accessible from any device

- Increase transparency of the process by providing visibility into the actual effort reported for the different categories (teaching, research, other) and the distribution of costs across various funding sources.
- Simplify and allow faculty to complete their summer pay.
- Provide a system-wide approach for processing summer pay across different campuses of the university.
- Improve accountability by allowing only authorized user access and creating an audit trail of action.

Any questions about the SEEMLESS application and summer pay processes can be directed to bpr@purdue.edu.
Effective January 1, 2018, CVS Caremark became Purdue’s prescription benefit manager (PBM). The changeover to CVS Caremark from Express Scripts, the previous PBM, took place because state legislation requires all government entities, including state educational institutions, to participate in the Indiana Aggregate Prescription Purchasing Program (IAPPP) for joint purchasing of prescription drug coverage. The IAPPP put the plan out for bid, and CVS Caremark was selected.

“The state notified us in August about the change,” said Candace Shaffer, director of benefits. “We mailed detailed letters and published articles in Purdue Today to spread the word, and we are continuing to gather feedback from employees.”

Shaffer said that the University is studying the impact of prescription costs to employees. In January, 39 percent of more than 28,000 prescriptions were filled with lower prices, and another 33 percent had no change in cost. For the 28 percent of prescriptions that had higher prices, Shaffer said they are looking for less expensive alternatives.

“We plan to monitor all of this throughout 2018, especially during the first six months,” Shaffer said, “so that we can consider potential changes for 2019.”

The Center for Healthy Living offers pharmacy consultation and medication therapy management (MTM) services at no charge to benefits-eligible employees and covered family members. Additionally, Purdue employees may share feedback about prescription costs by contacting the Benefits team at 765-494-2222 or sending email to hr@purdue.edu.

**BENEFITS TEAM STUDYING PRESCRIPTION COSTS AFTER BENEFIT MANAGER CHANGEOVER**

**SPRING FLING SCHEDULED FOR MAY 24**

It’s that time of year again! Time to gear up and trade those winter boots for umbrellas. The Purdue University Spring Fling will be held on May 24th this year at the Cordova Rec Center from 11:30 a.m. to 4:00 p.m. Come out and enjoy a brown bag lunch with a variety of different activities. Some of the activities will include: bingo, Zumba, yoga, corn hole, ladder golf, live music, and more. And those of you participating in the Health Boiler program this year, don’t forget to register for the annual fitness walk. The fitness walk is an approved activity you can record towards your Healthy Boiler incentive. APSAC looks forward to seeing you there!

**PURDUE EMPLOYEES NOW ELIGIBLE FOR FREE TUITION AT PURDUE GLOBAL**

With the official opening of Purdue University Global scheduled for April 2, Purdue employees and their families can receive tuition benefits -- free tuition for employees and a 50 percent discount for families for most Purdue Global programs and degrees.

All benefits-eligible employees at any Purdue system campus, with supervisor approval, can take advantage of the tuition benefit to pursue certificates, and associate, bachelor’s and master’s degrees. Purdue Global offers more than 100 degree and nondegree programs.

“We’ve heard from many of our employees who are extremely excited and grateful for this chance to earn a degree, seeing it as an opportunity for them to advance their careers,” says Frank Dooley, senior vice provost for teaching and learning.

Employees who are interested in pursuing a Purdue Global education can find information about available programs and start dates at www.purdueglobal.edu.

Employees received a letter from Bill Sullivan, Purdue treasurer and chief financial officer, distributed via email on Tuesday, March 27, that included additional details about the tuition benefit and links to an employee manual, guidelines for admission process and frequently asked questions.

The Purdue Global intake process will officially open April 2, and programs will begin April 17 and monthly thereafter.

Betty Vandenbosch, Purdue Global chancellor, says dedicated admissions counselors will work with applicants individually as they go through the process and sign up for programs.

“We are thrilled to welcome our Purdue colleagues into our Purdue Global family,” Vandenbosch says. “Our programs are made specifically for working adults and we couldn’t be happier to hear that so many of you are interested in pursuing higher education.”