PURDUE UNIVERSITY

OnePurdue News for Supervisors

July 20, 2006

OnePurdue News for Supervisors
From John Beelke, director of Human Resource Services and John Shipley, comptroller

Dear Purdue Director, Manager or Supervisor,

It's an exciting time at all the Purdue campuses! The first round of OnePurdue training for financial and human resources systems scheduled to go live in October begins with the availability of online courses on August 7. Instructor-led courses will begin later next month.

Enrollment for the training is set to run from July 31 through August 14. If you have staff who perform financial or human resources business, we encourage you to read this message in its entirety. You will soon receive notification if any of your staff are among those who will need training. After you are notified, you will be provided information, resources and step-by-step instructions that you — or a staff member you designate — will use to carry out the online enrollment process for your staff. Employees will not enroll themselves.

These enrollment instructions will arrive via e-mail very soon, so please watch closely for all OnePurdue-related e-mails.

Help with enrollment will be available to you. In addition to detailed enrollment instructions, you will be provided a variety of helpful online resources. You also will be given the name of a training coordinator who will be assigned as a resource for enrollment in your area. It will be to your advantage to begin the enrollment process immediately when you receive your instructions. Courses will be available on a first-come, first-served basis. An early start will improve your odds of getting course times that work best for your office's staff-scheduling needs. Early enrollment also can ensure that ample time will be available to complete the process if you have questions along the way.

While the online enrollment process will run from July 31 through August 14, provisions have been made to allow for enrollment after August 14 for newly hired staff, or staff whose jobs change.

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<u>Before enrollment begins</u>, we urge all supervisors to share the following essential points with staff:

- Course attendance is required. Successful course completion will be necessary for employees to be given access to the OnePurdue system.

- When an employee's enrollment is complete, the employee will receive an automatically generated e-mail message providing the dates, times and locations for his or her courses. (For courses that are taken online, employees will have the option to "attend" at times convenient for their supervisors and that fit best with their work schedules.) A copy of this automatic e-mail also will be sent to the person who enrolled the employee.

- Employees may not attend online classes at times when their attendance would incur overtime, unless the overtime is approved in advance by their supervisors. This is consistent with University overtime policy. Next week and beyond, you will receive more information about what to expect during the enrollment process, training period and other OnePurdue-related events to come. So please stay tuned!

Finally, and most important

As a Purdue supervisor, your optimism, your encouragement and your advocacy for the extra effort that your employees will put into their OnePurdue learning experience is extremely important. Your support for them and for the effort they make in training will dictate the success of these training programs and the overall success of the University's transition to OnePurdue.

We ask that you let your employees know — often — that you appreciate their — willingness to put forth their best effort in training. Their approach to learning something new will be greatly enhanced if they understand that their success matters to <u>you</u>.

Best Regards,
John Beelke and John Shipley