SSHR Project Update Meetings: HR Stakeholders & Campus Users
Monday, 23 August 2010, 1:00-2:00 pm, 2:30-3:30 pm

Attendee Comments / Questions:

• Should training be mandatory? If not, how do we ensure that the CIT EDA users sign the Confidentiality Agreement?
  o Every EPAN user will be encouraged to participate in the Dress Rehearsal training / testing. Additional training dates will be offered around the Go-live date.
  o Per Julia, if someone has already gone to one round of training, they will be encouraged to return for testing but they won’t be required to do any more training.
• Will the documentation (User Guide, Cheat Sheet, etc.) be searchable? Yes—documentation will be available online and in hard copy.
• How do you sign up for training and testing?
  o Stephanie Hancock (HR – EOD) will oversee training registration.
  o The dates will be posted on the SSHR wiki, at https://wiki.imss.caltech.edu/sshr/FrontPage.
  o Scott will send out the announcement this week.
  o April will enable the Survey Monkey function that allows people to go back in and adjust their schedules.
• Are there any departments or divisions that have not participated yet in training / testing?
  o Student Affairs is the only area that has not sent anyone. They will be contacted to schedule training.
  o Backup people in each department / division will be needed.
• How should CIT EDA training for new employees be handled?
  o New Employee training will not be needed until after the system goes live in December 2010.
• Doesn’t the Institute have to agree to it before the need for hard copies is eliminated across Campus?
  o The SSHR system provides an Audit Report.
  o Technically, EPAN is paperless as soon as you submit the request to HR. Internal approvals will continue to be handled separately in the new system.

Action Items

1. Enable the Survey Monkey feature that allows people to go back in and adjust their schedules. April
2. Ask Judy Young to register for training. Donna
3. Ask Dimitris Sakellariou to register for training. Jim
4. Ask the departments / divisions to identify backups for their primary EPAN (CIT EDA) users and send them to training. April
5. Schedule time in October and November to create training for New Employees (or for any first-time EDA users), to be implemented after the EDA system goes live in December 2010. Scott

6. Find out how long a draft request (i.e. a “Save for Later” request) can be saved. Also, find out whether the system can be configured to send out a reminder that a draft request is waiting to be finalized. Scott

7. Email today’s presentation to RuthAnne. Scott