

## Common Management System Proceeding

CMS is gaining momentum as we enter our third year of implementation. During the first year (2001-2002) the human resources and financials modules went into production.

The following year was spent fine-tuning these systems, providing reporting capability, adding functionality (Base Benefits), and planning for the student administration project.

This year, campus efforts are focused on the student implementation while also upgrading the financials modules to a Web-based version. The addition of Asset

Management, Accounts Receivables (non-student), and Billing will round out the financials suite, and improved timekeeping functionality will be added by the human resources team.

As the implementation and upgrade work is proceeding, efforts are continuing to expand reporting information for the modules in production. In addition, review of student administration business processes provided an

opportunity to reconsider the course numbering system in use. Following discussions with many campus groups, the course renumbering proposal was approved by Academic Senate. Work is underway to incorporate the new numbering protocol in the 2005-2007 University Catalog and in the CMS student modules.

### What is CMS?

Common Management Systems is a CSU initiative to bring state-of-the-art services to students, faculty, and staff through improved, integrated administrative systems for human resources, financial services, and student information. The California State University System has undertaken the installation of such a software package at all 23 campuses and the Chancellor's Office.



*Bruce Rowan, registrar, and SA team head, helps host a pizza party for the staff working on the CMS implementation.*

# Student Administration (SA) Implementation Underway

The SA implementation effort began in earnest in February with a six-month training development period for the implementation staff. During this time the new software structures were defined. In September, the teams began reviewing business processes to determine how Chico will use the CMS software. Enrollment Management (Admissions, Student Records, and Advising), Financial Aid, and

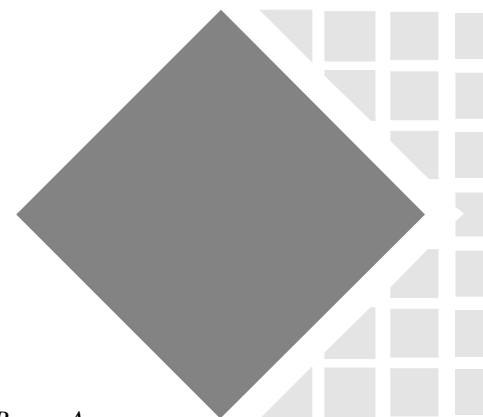
Student Financial Services staffs have been joined in this endeavor by staff from the Graduate School, Regional and Continuing Education, Academic Publications, Facilities, Data Services, and Institutional Research.

The modules will have a staggered “go-live” scheduled to mirror the lifecycle of student administration events. Admissions will be in

production fall 2004 for students applying for fall 2005. Financial Aid processing will begin in January/February 2005, followed closely by Student Records, Academic Advising, and Student Financials. The goal is to have all CMS SA modules live by fall 2005, replacing SIS Plus and the current Financial Aid system.



*Technical staff Dan Burns, Aron Graham, and Mike Wood attend a CMS meeting.*



# Human Resources Implements New Modules

The Human Resources Office is continuing the implementation of new CMS modules and refinement of the currently active modules. The Recruit Workforce module used by colleges for appointing faculty is going well. The faculty appointment process for this semester went smoothly and was accomplished in record time.

The flow of appointment documents was greatly improved with the help of the college administrative analyst specialists

and department secretaries. This allowed for quicker processing of employee benefits. A large thank you goes to the AASs and department secretaries for their input and suggestions for fine tuning the process.

The Base Benefits module went live on July 1 and allows for quicker employee enrollment in health and dental programs and will eventually facilitate employee enrollment in vision and life insurance. Additional components

of the Base Benefits module will continue to be rolled out during the next several months.

The Human Resources staff is reviewing the implementation of the remaining required CMS modules, including Time and Labor, Leave Accounting, and various self-service capabilities. They are also reviewing other available CMS components to determine the advantages these processes could bring to campus.

*Andi Beach, Human Resources*

## Training Tidbits

Human Resources continues to provide training in the CMS inquiry process in regularly scheduled classes and individual refresher courses. "Quick Steps" documents were developed for the colleges as tools, enabling them to maximize the efficiency of CMS. Academic Appointment Forms (AAFs) have recently been revised to incorporate information already stored in CMS, eliminating duplicate entries.

Financial Services continues one-on-one and ad hoc training through the fall. Brio training and report development also continues. As the financials upgrade progresses, training will be developed to reflect the new navigation paths and changes to business processes. The major training thrust for the new financials systems will start summer 2004 for a go-live scheduled in the fall.

**For more information on the Chico CMS implementation see**

**<http://www.csuchico.edu/cms>**

**For systemwide CMS information see**

**the CSU Web site, <http://cms.calstate.edu/>**



## Financials User Comments

*I just did a P.O. in development and everything seems right. The quick guides are great. Now that I have actually practiced I think I can do this on my own. Thanks.*

Jill Cooke (right), Communication Services

*... I have found the CMS system to be so much easier and user friendly than FAS. Your staff helped me put together specialized reports in CMS which allowed me to carefully see each and every transaction in my utility budget (and other budgets using canned reports) that were extremely helpful. I couldn't have done this with such ease prior to CMS. I would also like to say that I am amazed by the graceful transition all your staff members have displayed since the CMS inception, and their willingness to always be of timely service!...*

Jennifer Mays, Facilities Management & Services

*CMS is not as straightforward as FAS, but on the other hand, provides you more detail and more ways of pulling up information....*

Lori Fuentes, College of Communications and Education

*... Overall the process was a hardship in the beginning to have so many people across campus committed to working on it so that other areas took second place. Now that it's here and smoothing out I really like some aspects, and others need much improvement. It's much easier to get what I want than in FAS as far as reporting goes.*

Sandy Miskella, University Public Events

*The reporting functions that CMS has brought us, via the Brio program accessing info in the warehouse, is a great improvement... CMS is definitely an improved financial system for the work that I perform.*

Susan Greco, Information Resources

## Financial Services to Upgrade

Financials has completed a year and a half of operation under the new CMS financials system. As is expected with new software implementations, it took several months into the 2002-03 fiscal year to feel confident with the operational and reporting workings of the new system.

“Valuable input from the campus allowed us to make improvements in processes and delivery of information on a timely and accurate basis,” George Wellman noted. “My congratulations goes out to the campus community, my staff in particular, and to all those who assisted with making this a successful implementation.”

Financials began upgrading the CMS system to version 8.4 in October. The Web version will have a look and feel similar the human resources modules already in use. Campus personnel can expect training on the new version to begin late summer, with conversion in the fall.

New modules will enable Financial Services to better track capital projects and assets, and provide accounts receivable and billing operations for non-student receivables.

### Common Management Systems

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**Information Resources**