

**California State University, Long Beach Research Foundation
PeopleSoft Conversion Update**

PCS-002

June 5, 2012

As we continue our transition to the PeopleSoft environment the Research Foundation is taking this opportunity to review current business practices and streamline where feasible. This will result in several business process changes, as well as new forms and procedures. When these actions are complete, they will be rolled out to the campus community, including training sessions as needed. This is a large undertaking for the Research Foundation and we appreciate your patience as we develop all of these supporting actions to our implementation. Old forms will continue to be accepted and the accounting staff will work with each of you to capture any necessary data, until we have ample time to train our end users in these areas.

Accounting

As mentioned in a previous communication, we will be using shared chartfields that relate to our (Research Foundation) business environment. We will be rolling out a crossover table which will convert your current IFAS project codes to the appropriate charfield string in PeopleSoft, and we anticipate the crossover table to be available the week of June 18.

Human Resources and Payroll

For our Human Resources and Payroll systems, we will be using an outside organization to maintain and process the data. Our work with the outside organization is under way as we transition existing data into the new system. In order to achieve greater consistency across all projects, new employment classifications and corresponding position descriptions are being developed. This will necessitate the implementation of new procedures that will be rolled out once they have been established.

Forms

In order to streamline business processes and offer consistency to departmental users we are in the process of developing consolidated forms where feasible which will allow the end user the ability to pick the appropriate Business Unit (i.e. university, Research Foundation, 49er Foundation) on the form at the time of transaction.