To: All Employees

From: Mark Farley, Vice President, Human Resources

Date: November 10, 2010

Re: New Personnel Initiatives

The Offices of Human Resources and Payroll are working to improve our business processes and services. To that end, over the next few months we ask for your cooperation throughout the implementation of three initiatives below:

- **PeopleSoft “E-Time”:** time/leave will be entered by all employees and approved by managers;
- **Personnel Action- Form 52 Automation:** *all actions except for student employment will go through this automated process*; and
- **Third Party (ADP) Processing of Student Payroll:** this automation will improve timely wage payment for student workers.

The Vice President of each department will determine who will be responsible for the new processes. Training schedules are still being developed, and will be communicated prior to the implementations. Anyone who is assigned to a specific role will be required to attend training.

ADP will begin processing student payroll transactions starting January 2011. Like the PeopleSoft time/leave approval process, these transactions will require time entry and approval for student employees. The roles, responsibilities, and training for the ADP users will also be determined through the appropriate Vice President.