Administrative Services Training

August:
Technology Enhanced Classroom Training.
Time: TBD
Place: Room TBD

September 15:
Human Resources and Payroll Part 2
Time: 9:30am - 10:30am
Place: Room 323

October 20:
IT Topics: email, calendaring and more
Time: 9:30am - 10:30am
Place: Room 323

Construction Update

Classrooms are nearly complete!
Level II: computer, dvd, vcr, document camera
Level III: distance learning capabilities
Training for Level II rooms will be announced soon.

Remodeling the Center on Interventions for Children and Families is set to begin!

Orientation 2004

Aug 17-20: Full Time Advanced Standing orientation
Aug 17-18: Proficiency exams
Aug 19-20: Two Year Full-Time and Extended Degree orientation
Aug 16-20: Harris Library orientation

For more information, go to: msass.cwru.edu/orientation

Main Business Address
Mandel School of Applied Social Sciences
Case Western Reserve University
10900 Euclid Ave.
Cleveland, OH 44106-7164

Administrative Services
Phone: 216.368.5476
Fax: 216.368.8670
Front Desk
Phone: 216.368.2290

Editor:
Winnie Lai
Contributors:
Richard Cole
Linda Davis
Tom Franchina
Bill Hailer
Aruno Johnson
Delores Mathews
Karen Powers
Sandy Sams
Pam White

ERP the Way of the Future

Case’s Enterprise Resource Planning (ERP) project is the university’s plan to create an integrated, centralized administrative system that will provide the infrastructure to streamline, improve and update the university’s business process and deliver superior customer service to the entire Case community. With ERP implemented, Case faculty, staff and students can access university information any where that has an internet connection, anytime.

(continued on page 2)

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implement the PeopleSoft Student system. New systems are generally met with anxious users afraid that they won’t be able to navigate through the new system. Don’t worry. ERP system users will be trained. The ERP Project has a team that is dedicated to developing training courses tailored to user job functions. Training will begin with financials followed by human resources. Users will be able to access all work systems and functions through Case’s internet portal, MyCase at my.case.edu. For more information, go to www.case.edu/projects/erp.

ERP will improve access to accurate and timely information that meets the needs of users. ERP will replace the costly and outdated core administrative applications to efficiently provide personalized information to faculty, staff and students any time. It integrates business management and administrative functions including human resources, accounts payable, purchasing and finance. ERP will improve access to accurate and timely information that meets the needs of users. By creating more self-service opportunities, it promotes the sharing of information across the university. Environmental benefits include the reduction of paper use and reliance on paper forms due to electronic approval processes.

Finance—Accurate Reporting is Important

Source:6/21/04 Chronicle of Higher Education article by Jeffrey Brainard

Harvard University and an affiliated teaching hospital, Beth Israel Deaconess Medical Center, will pay the federal government $3.3-million to settle accusations that the university’s researchers overbilled the National Institutes of Health for four research-and-training grants. Both denied liability, but agreed to the settlement to curtail litigation expenses.

Alleged misreporting included “expenses in excess of the budgeted amount; salaries for scientists who did not meet the citizenship requirements of one of the grants; expenses for salary and equipment for unrelated projects; expenses for scientists who were not eligible to work on the grant or did not work on the grant”, and less time spent on the research by one particular researcher than promised per the grant agreement.

In a statement about the Harvard settlement, Michael J. Sullivan, the U.S. attorney for Massachusetts, said: ‘This settlement should send a message that institutions who accept federal grant money, no matter who they are, must strictly adhere to the terms and conditions of these grants.’"

Payroll Cutoff dates:
August 2004
August 20 - Month-end cutoff
September 2004
September 2 - Mid-month cutoff
September 17 - Month-end cutoff

Save the date!
Dean’s annual picnic is on September 21 at 12:30pm-2:00pm. All faculty/staff/students welcome!

From the Front Desk

We are no longer selling stamps at the Front Desk. If you need stamps, please drop your mail into the "need postage" box or go to the post office at Thwing Center. If you do put mail into the “need postage” box, please remember to put your speedtype number on the top right-hand corner of the envelope.

Congratulations to:
Sharon Gravius who is expecting twin boys
Nichelle Knox (formerly McGee) who was married August 7th 2004.

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The Many Benefits of ERP

(continued from page 1)

ERP will use the PeopleSoft Student system.

New systems are implemented in stages by July 2005. The first phase is the completion of the core Financial system such as General Ledger, Purchasing and Accounts Payable; the second phase is to place the HCM core system in place (Human Resources, Payroll and Benefits); finally, the third phase is the execution of eApplications and Web-based self-service. After the Financials and HCM core systems are in place, the university will implement the PeopleSoft Student system.

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New and Improved Mandel School Website

In keeping with the Campus Brand Identity Guidelines, the Mandel School web site is currently undergoing updates. We thank you for your understanding during the next month while we work to complete this project. If you have any questions or concerns please feel free to contact Aruno Johnson at aruno.johnson@case.edu.

In addition to updating the branding, we can now offer the ability of individual departments to manage their section of the website as simply as editing a Microsoft Word document.

If you would like to continue maintaining your section of the Mandel School web site please send an email to Aruno. Please also plan on attending a brief training session on the web editing system (Date and Location TBA).

That’s SASSY!!

The M’SASSy Awards are a way to recognize MSASS staff members for their contribution to the School. The SASSy’s are a special recognition of staff members for acknowledgement of a "job well done". The recipients of the 2004 MSASSy Awards went to (from left to right) Ina Brand, Sharon Gravius, Linda Davis, Aruno Johnson, Michelle Lieberth, Bill Haller, Joan Llewelyn and Ann Lucas (not in picture).

This year’s B. Lenora Benson Award of Excellence was awarded to Richard Cole. The Benson is awarded to a dedicated employee who demonstrate strong work ethic and teamwork. Congrats to all!

New Grant Awards

Congratulations!

July 2004
Susan Eagan
Grover Gilmore

August 2004
Susan Eagan

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