



MEMORANDUM

Date: August 23, 2010

To: Deans and Directors

From: Paul M. DeLuca, Provost
Darrell Bazzell, Vice Chancellor for Administration

RE: HRS Implementation

As you know, our new Human Resource System (HRS) will soon be operational. We want to reaffirm our commitment to the success of this project and its implementation. Implementing HRS will be a significant administrative change for us and it requires extensive planning and preparation.

The new system integrates human resources, benefits and payroll operations and will be implemented across the University of Wisconsin System, which includes 13 four-year universities, 13 two-year colleges, and 72 county extension offices. HRS will streamline the hiring process, as well as administering benefits and paying employees by integrating them into one system. It will replace our current HR, Benefits, and Payroll legacy systems. The planned "go-live" date is sometime between April and June 2011.

Key benefits for UW-Madison include consistent processes and roles, the ability to leverage training and resources, reduction in duplicate entry, elimination of the legacy system, and improved access and security.

The next few months will be very challenging as we move toward standardization and begin implementing our new processes. We ask that you actively and visibly support this HRS implementation and your HR staff.

An immediate challenge for your divisions involves the creation of business process plans for successful HRS implementation. In the last few days, individuals within your division were provided with the attached HRS planning guide. The guide conveys the need to select predefined business process models along with identifying employees who will perform specified roles. Divisions will need to complete these activities by the end of October. Once the roles and specific employees are identified, HRS security can be determined and training can be scheduled to help us prepare for a successful implementation.

Thank you for your support. If you have any questions or specific concerns, please do not hesitate to contact us or Carla Raatz (Madison HRS Site Lead).