



January 2025 Talking Points

Have questions, concerns or feedback for the Project Drive team?

Please [click here to contact us](#).

Find Answers Fast

This table of contents will help you answer questions your teammates and direct reports may be asking:

[What is happening with the project?](#)

[What do I need to know about Recruiting and Onboarding?](#)

[What action is needed from Leadership/Line Managers?](#)

[What are the most recent frequently asked questions?](#)

[When will system training begin?](#)

[When do we go live with Oracle HR?](#)

[When will I have access to Oracle HR?](#)

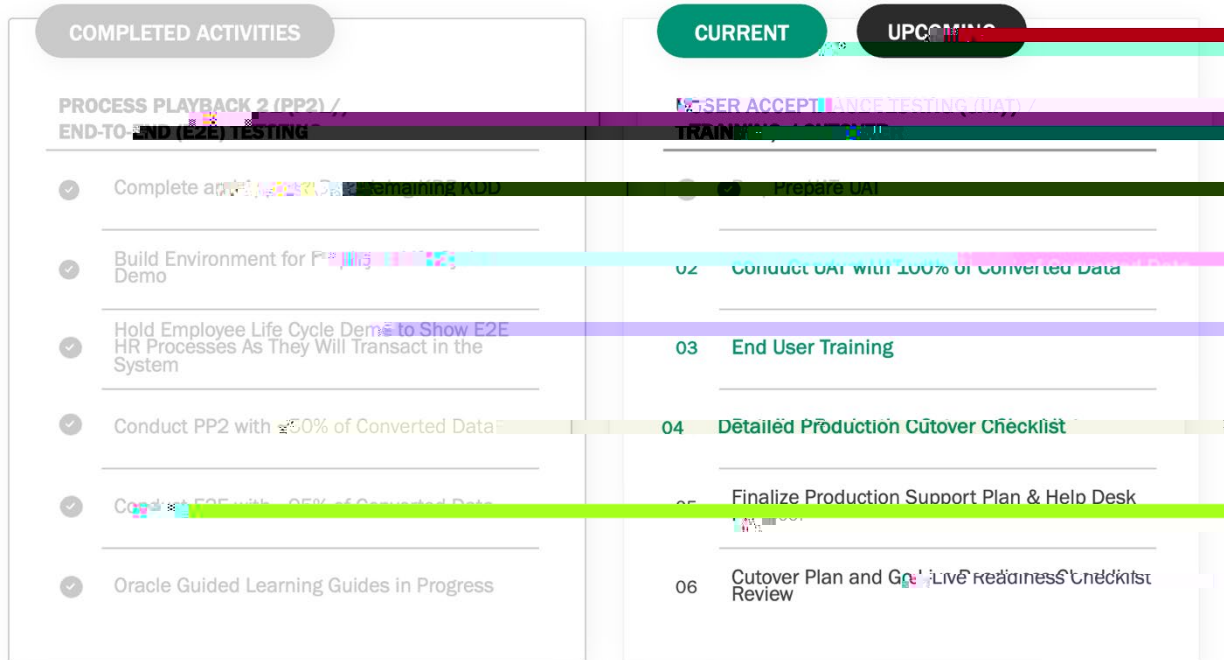
[What if I've already requested/approved leave in GEMS for March 14 or later?](#)

[If I can't request leave for March 14 or later until Oracle HR launches on March 24, how do I request leave for March 14-24 in advance?](#)



Project Updates

Project Drive Road Map



Recent activities

The project team has officially kicked off User Acceptance Testing (UAT)! This testing series is conducted by USF employees, who will validate everyday business processes within the latest prototype of what will soon become Oracle HR—ensuring the system works as intended. USF will execute all testing while Oracle provides testing support and defect resolution as needed.

The team also began Payroll Parallel Testing sessions to validate that payroll is accurately calculated by the new Oracle Payroll system before Go-Live. During Payroll Parallel testing, the current payroll system at USF is run and then the new Cloud Payroll system is run for the same periods—with both runs using the same inputs. Oracle Payroll calculation results are then compared to the current USF system's results to verify accuracy and check for errors.



Stay tuned for additional communications around End User Training and Cutover activities as we approach Go-Live, with details around Cutover below:

What is a cutover?

A cutover is the process of transitioning from one system to another. During this period, certain functions in the old system (GEMS) will be temporarily unavailable as they are migrated to the new system (Oracle HR). This facilitates a smooth transition and minimizes disruptions.

Cutover Times

Cutover periods may be staggered, with specific functions transitioning at different times. In February, you will receive the first of five weekly updates detailing upcoming cutover times and providing guidance to help you complete necessary tasks within the modules of the new system as they close in GEMS. This information will also be accessible on the Project Drive website as it becomes available.

First Cutover Item: Leave Entry Changes

The cutover for leave requests and approvals begins March 14. Employees may only enter leave into GEMS for dates up to and including March 13, 5 p.m. If an employee needs to enter leave for March 14 or later, they must enter it in Oracle HR. Training modules are available to assist you with this process.

Please visit the **FAQ** in this newsletter for answers to questions you may have around Cutover and its impact to current system access and how we enter leave.

January key accomplishments

Approved all configuration workbooks on Dec. 20

Kicked off UAT tester training on Jan. 9

Kicked off End User Training on Jan. 21

Delivered **Monthly Talking Points** for various audiences at USF

Delivered **MOMENTUM**, the USF HR Practitioner Newsletter



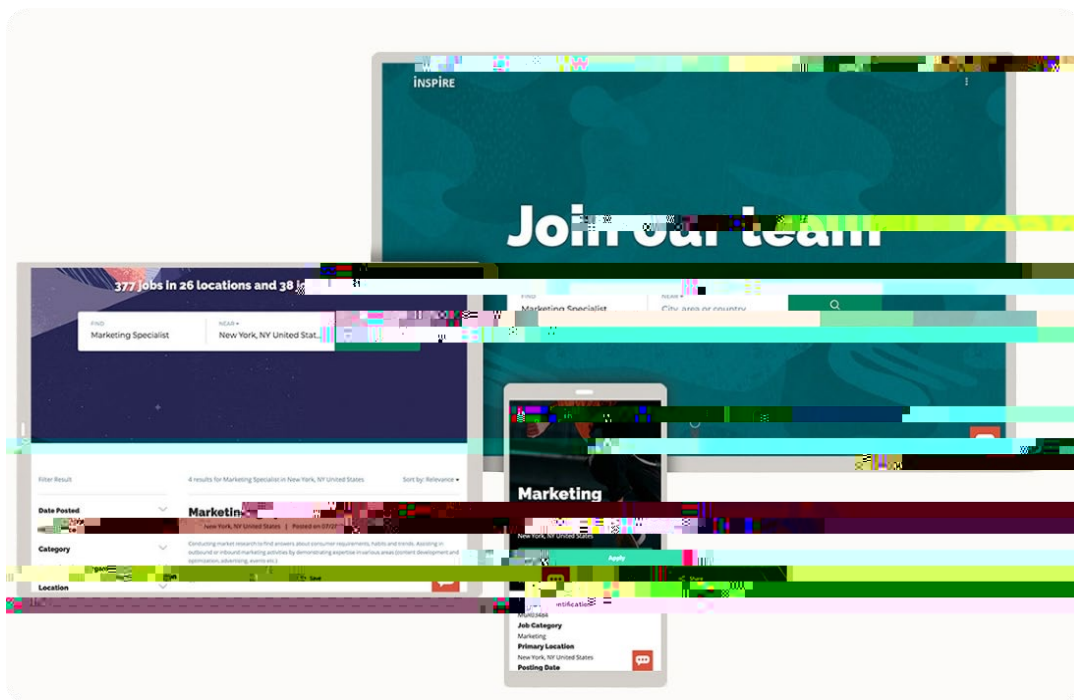
Delivered **VOYAGER**, the USF All Leadership Newsletter

Delivered **ACCELERATE**, the USF Employee Newsletter

Delivered the **Change Ambassador Network** meeting on Jan. 29

Putting You in the Driver's Seat

Oracle Recruiting and Onboarding



**The image above represents a sample of the Oracle Cloud system. It does not represent the finalized system for USF.*

Improving the employee experience at USF also includes modernizing how we attract and retain top talent. **The Oracle Cloud HCM Recruiting and Onboarding modules will create efficiencies that can be applied quickly and scaled successfully in the future—a guiding principle behind our work on Project Drive.**



Expanded Candidate Selection Processes (High Impact)

Current: Currently, USF has only one candidate selection option, which can limit HR's ability to route candidates through the correct series of recruiting processes.

Future: In Oracle Recruiting, USF will have five distinct Candidate Selection Processes (CSPs), providing HR with a broader range of choices. The five CSPs will include:

1. **Standard CSP** (Recruiting Type: Staff, Administrative, Faculty, Temporary/OPS, Student)
2. **Targeted CSP**
3. **Executive CSP** (Recruiting Type: Executive)
4. **Pipeline CSP**
5. **Pipeline-to-Hire CSP**

Benefits: These expanded options will streamline the recruitment process and facilitate quicker decision-making. It will enhance tracking, reporting and overall transparency while making candidate data clearer, more organized and more accessible.

Single Onboarding Journey for New Hires (High Impact)

Current: The onboarding process at USF involves sending candidates a PDF with instructions to complete, after which they log in to receive a NetID. This process is manual and requires multiple steps, which can lead to delays and confusion.

Future: USF will use a single onboarding journey within the Oracle Onboarding module for all new employees (tasks may vary for faculty and USF health hires).

Benefits: This simplified journey makes it easier for new employees to navigate onboarding, helps HR to manage and ensure the tasks are directed to the appropriate person/department, and provides a more efficient and clear overall process. This will improve new hire tracking and ensure they complete necessary tasks on time.

