

July 14, 2016



**Cornerstone**   
*Transforming the Way We Work at Rutgers*



## Our New Way of Working

Modernizing our systems, processes, and organizational structures will dramatically improve how we get work done, together, across all campuses, schools, departments and units. **This is the foundation for the important work we will do going forward as one Rutgers.**

## Training

Cornerstone, our multi-year project to transform the University's administrative information systems and processes, includes a comprehensive training component. The [training strategy](#) consists of different delivery methods to ensure employees have access to the information, tools, and resources needed to work and collaborate effectively.

Training will be delivered in several ways: instructor-led (face-to face in a classroom), virtual instructor-led (Webinar), Web-based (self-paced, online learning), video tutorials (brief videos), and job aids (step-by-step instructions). To accommodate employees in different work environments, classes will be available at Rutgers University–Camden, Rutgers University–New Brunswick, Rutgers University–Newark, and Rutgers Biomedical and Health Sciences.

Becoming proficient in using the new applications requires a commitment to participate in training during the next 2-3 months. The time you spend training, reviewing support materials and preparing to use the applications, depends on your role and need to use the systems to conduct business. This may total as few as two hours (1-2 introductory web modules) to as many as 30 hours (taking every course offered for each system).

A curriculum for each Cornerstone project has been developed, and classes are being scheduled now to begin later this month and continue through "go live" in October. Registration will be staggered and classes will be offered regularly to account for people being out of the office for vacation, conferences, etc. Please take advantage of the schedule of classes when

registration opens. This will help you manage your time when additional classes become available during the coming weeks.

**Separate communications will be sent when registration opens for the procurement, financial management, and human resources and payroll projects.** Classes are listed below by project, and will be available to all University staff (unless otherwise noted).

For complete descriptions of all courses, visit [Cornerstone](#).



### Financial Management

- General Navigation in the Financial Management System (Oracle Cloud)
- Financial Management for Non-Sponsored Projects
- Financial Management for Sponsored Projects
- Financial Inquiries and Reports
- Journal Entry Processing
- Approval Management

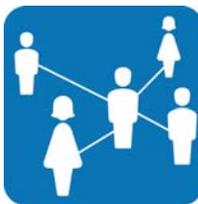


### Procurement and Expense Management

- Procure-to-Pay
  - SciQuest Procure-to-Pay 101
  - End-to-End Procure-to-Pay for the Requisitioner\*
  - Requisitioning
  - Requisition Approval
  - Invoice Approval
  - Internal Purchase Order Process
  - Receiving
  - Accounts Payable Inquiries
  - Accounts Payable Inquiries and Reports
  - RFX Management and Inquiry
  - Sourcing Event Review and Approval
  - Active Contract Management and Inquiry
  - Imaging – Invoice Inquiries

*\*Initially offered by invitation only to high-volume requisitioners*

- Expense Management
  - Approve Expense Reports
  - Enter and Submit Expense Reports
  - Check Request Submittal
  - Check Request Approval and Processing



- PeopleSoft Fundamentals: Bridging the Gap from Banner to PeopleSoft\*
- Time Entry and Approval\*
- Commitment Accounting\*
- PeopleSoft Absence Reporting System\*
- Web Clock
- Employee Self-Service

**Human Resources  
and Payroll**

*\*Offered by invitation only to staff who will be responsible for time entry  
and approval, and employee charging instructions*

**Events**

**Procurement and Expense Management Road Shows**

- July 21: Busch Student Center (New Brunswick)
- July 22: Cook Student Center (New Brunswick)
- July 27: Paul Robeson Campus Center (Newark)
- July 27: Rutgers School of Dental Medicine (Newark)

**Human Resources and Payroll Road Shows**

Events are being planned for July 26 (New Brunswick) and July 28 (Newark). Save the dates!  
Additional details will be available soon.

**Treasurer's Town Hall**

- July 20: Cook Student Center
- August 17: Camden Campus Center

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Online: <http://cornerstone.rutgers.edu>  
Email: [cornerstone@rutgers.edu](mailto:cornerstone@rutgers.edu)

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