

Cornerstone Open Forum on May 2, 2023

Questions that were not answered live

Question: HR Payroll Transformation Initiative	Response
There are currently limitations for student workers in Peoplesoft. Once you establish charging instructions, they cannot be changed. Will that be fixed in the new system?	Thank you for your question. We will pass this on to the project team and will include it in our assessment to determine what the limitations are and how they may be able to be addressed in the new system.
Question: Procurement/Travel and Expense	Response
We still have to come out of pocket for hotel reservations. It even warns us about that through the SAP system. How do we go about getting travel cards for our entire staff? Regarding hotels, there is no change from what was done in the past. Employees always paid personally then expensed the charge after, unless the department submitted a check request. In emergency circumstances, your department, if they have a pcard, can work with the hotel to complete a Credit Card Authorization form so that the payment will be applied to the pcard.	If a travel card is desired, work with your business office to determine the proper paperwork required for issuance of a travel card. The request must come from the business office for a card and cards are only issued to frequent travelers (typically multiple trips per year).
Will the new expense management system allow for individual strings to be entered or will it have a default string like the p-card has (which creates extra work to move the expenses to the correct string)?	As with the current expense management system, everyone is assigned a default string that is tied to HR. This will still be the case with the new expense management system. Both the employee and the approver will have the ability to change the charging strings.
Concur is pulling from default accounts in PeopleSoft and some were wrong. Is this being addressed and how will it integrate with the new system to ensure no errors in charging to avoid journal entries?	The HR system provides the default expense account charging instructions for the employee. Any changes will need to be done via HR. Both the employee and the approver will have the ability to change the charging strings.
Do you have an Excel template to submit the expense report to avoid multiple clicking?	No, Oracle does not offer this feature.
The current procurement intake form is not useful, to say the least, are there any plans for improving/replacing it?	We are continually updating the self directed responses, kindly submit any recommendations for improvement.