

WOLFIEONE: MANAGER SELF SERVICE (MSS)

Transforming the Manager Experience

Guiding Principles



"Transparency and Inclusion"

To foster inclusivity and transparency, we're sharing the **approved solution design** from the WolfieONE project.

Stay tuned for more updates as the project progresses!

THE IMPORTANCE OF EARLY COMMUNICATION IN CHANGE MANAGEMENT



Early communication **builds trust** and **reduces resistance** to change.

Engaging end users early **helps identify potential concerns**.

Timely information fosters a **sense of inclusion** and participation.

Clear expectations can **enhance user adoption** of new processes.

Feedback from users **can guide adjustments** before full implementation.

“Prosci Research shows direct correlation between starting change management early and meeting or exceeding project objectives”

Prosci. “How to Start Managing Change When the Change is Unclear.” <https://www.prosci.com/blog/how-to-start-managing-change-when-the-change-is-unclear>. Accessed 18 March 2025

AGENDA



What is WolfieONE?

What does it look like?

What is HCM?

Who uses HCM?

What's changing in:

- Managerial requests and approval workflows
- Job title and description transformation
- Performance program and evaluation management
- Distributing merit and discretionary increases
- Learning & development for your employees
- Approving time and time-off

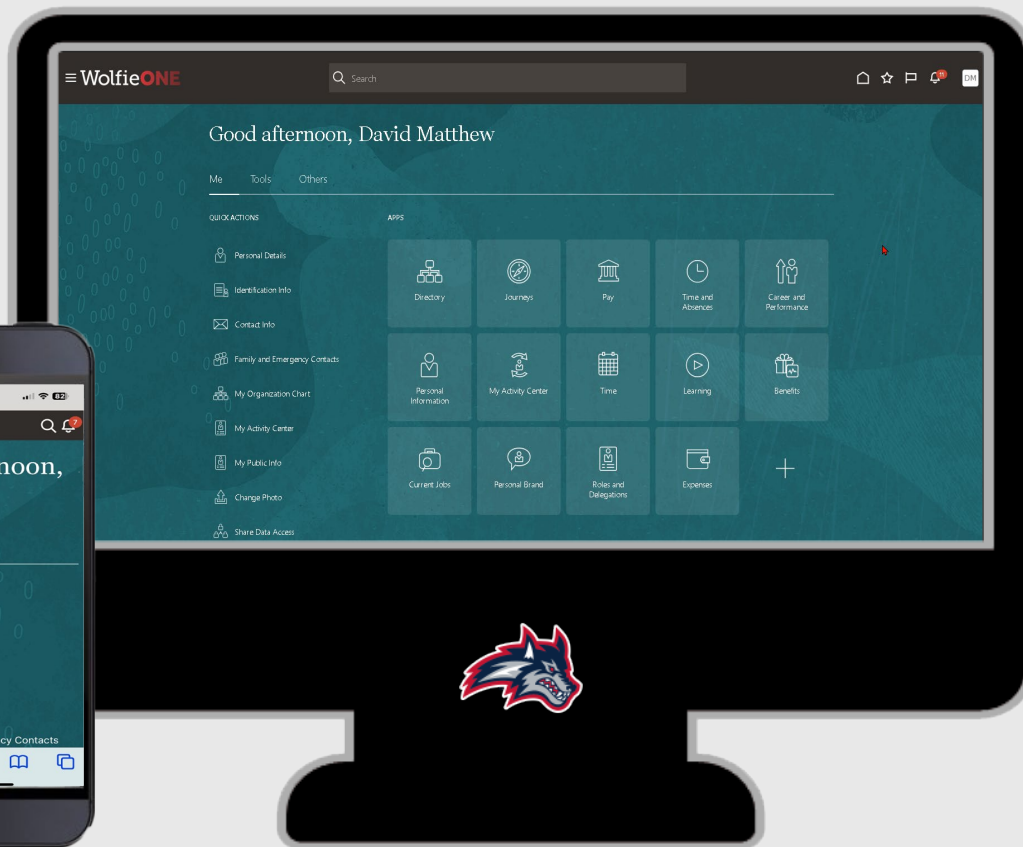
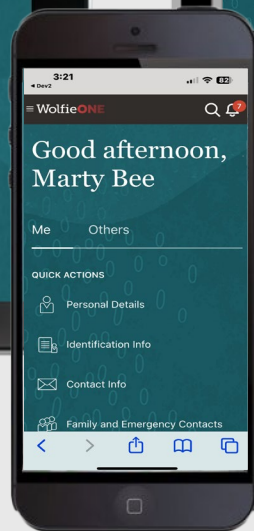
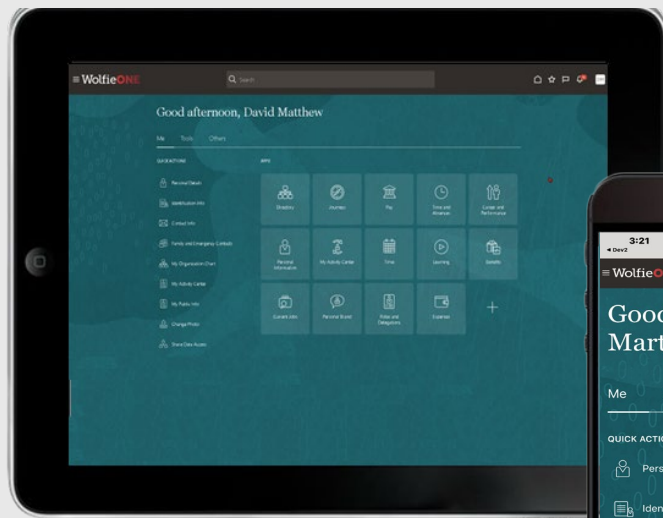
WHAT IS WOLFIEONE?

WolfieONE is Stony Brook University's new Oracle Enterprise Resource Planning (**ERP**) system that will provide a more unified, transparent, and user-friendly platform for

- **Managing finances & business operations**
- **Human resources**
- **Budgeting & planning**

WHAT DOES IT LOOK LIKE?

Note: Colors may change to SBU Brand, but functionality and navigation remains the same.



WHAT IS HCM?

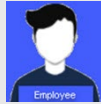
HUMAN CAPITAL MANAGEMENT (HCM)

A suite of ORACLE modules we will use to deliver day to day human resources activities, reports and requests:

- Core HR
- Payroll
- Compensation
- Time & Labor
- Reporting
- Absence Management
- Performance & Goals
- Learning
- Recruiting
- Journeys
- HR Helpdesk



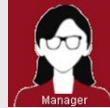
WHO USES HCM?



EMPLOYEES

What do I do?

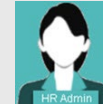
- View employment and update personal information
- Complete training
- View pay slips (State)
- Review benefits options
- Review performance programs and evaluations
- Submit time, Request time off
– excluding Hospital and Vets home



MANAGERS

What do I do?

- Manage a team (ensure they enter time and labor promptly)
- Access to dashboards
- Evaluate performance
- Review and approve requests
- Request changes to employees' records; initiate transactions
- Transact upon team



HR & DIVISION APPROVERS

What do I do?

- Review/approve/deny transactions
- View entire division
- Transact upon entire division

WHAT'S CHANGING?

REQUESTS AND APPROVAL WORKFLOWS

CORE HR



REQUESTS TO HR ARE CHANGING FOR MANAGERS IN 3 WAYS:

1. Many PDFs for **requests**/changes and approvals will be **digitized** within WolfieONE.
2. Requests that require **approvals are automatically escalated** to the appropriate approval groups in WolfieONE.
3. The approval process is transparent, allowing initiators **visibility into its status**.



Managerial Requests and Approvals

Current State:

West Campus: When making a request to HR via [HR Forms](#) a form is emailed or handed into HR.

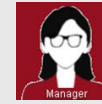
Hospital: Uses SharePoint for requests.

LISVH: Transactions and their related approvals are manual through email/paper and not transparent.

At the division level, there are different levels of approvals for many transactions.



Enhanced workflow automation and increased visibility for approvals



Future State:

Many Manager tasks requesting changes to employee records will be made within WolfieONE.

Approval workflows are automatic and streamlined.

The initiator and approvers have **visibility into the approval workflow.**

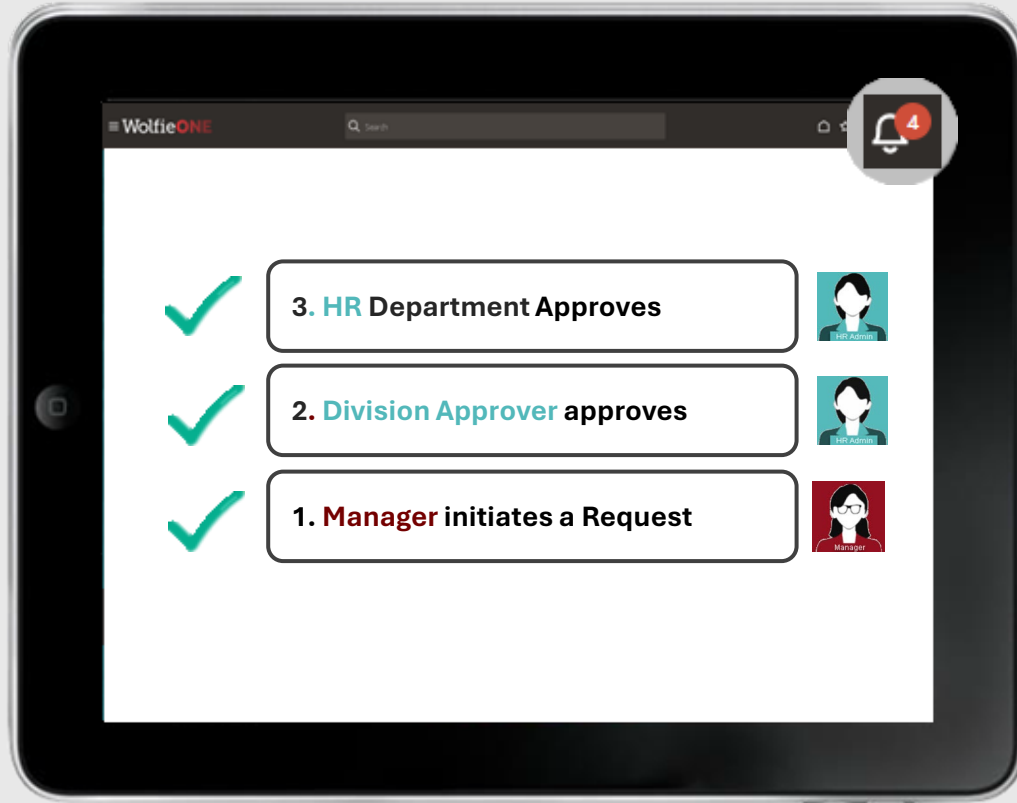
Approvals are standardized to a maximum **3 levels.**

Approvers receive notifications to approve.



Initiators receive notifications when approvals are completed.

Future State: Workflow Approval Automation



Manager initiates transaction upon employee and has visibility into approval workflow.

HR can see the request and approves.

Since there is no rekeying of information into a system, the transaction is committed on final approval.

Approvals are standardized to a maximum 3 levels.



Leveraging WolfieONE to make requests for changes for your employees or initiate changes.

Reviewing the status of requests in WolfieONE.

Checking WolfieONE for

- Approval updates
- Alerts



Stop using PDFs/paper to make requests.

Stop using SharePoint (Hospital)

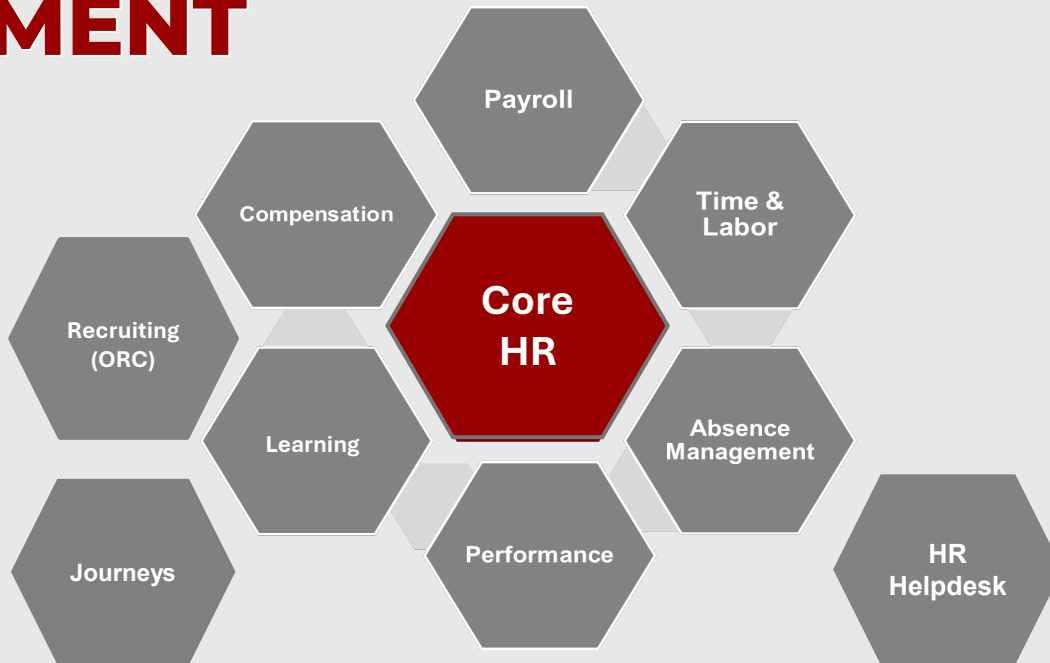
Stop sending emails to make or check on requests.



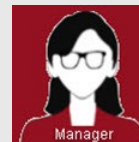
Continue to be engaged with your employees and initiate transactions for changes where necessary.

JOB ALIGNMENT

Core HR



Job Alignment



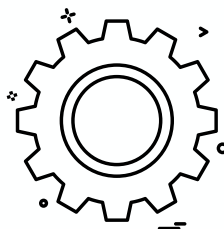
Current State:

State and RF Official titles are broad and redundant.

Job levels and career paths are not consistently defined.

Non standardized job titles and descriptions.

Descriptions are lengthy/wordy and time-consuming.



Stony Brook titles are a more accurate reflection of the work that is being performed by employees.

Future State:

Using standardized Stony Brook job titles:

Allows for the enhanced use of delivered functionality in Oracle HCM

Enables transformation in Human Resource Services such as using **Job Families** and creating clear **career paths** for employees.

Reduces the variation of existing titles.

Shortens the hiring process by choosing a standardized job description rather than writing one.

JOB ALIGNMENT

WolfieONE has presented Stony Brook with an opportunity to reimagine and standardize the current job titles. This would allow for the enhanced use of delivered functionality in Oracle HCM and enable transformation in Human Resource Services. The goal of this project is to reduce the number of and variations in local titles, have standardized job titles and job descriptions, and certain requirements for each position and level.

	CURRENT TITLE	NEW TITLE
Character limitation - Local titles in PeopleSoft have been limited to 30 characters and so are often abbreviated and truncated to fit into this field. In WolfieONE, there is no character limit for titles. Every word in the job title will be spelt out using no abbreviations.	Sr. Proposal Development Coord	Senior Proposal Development Coordinator
Missing or shortened words	Assistant Vice President for C	Assistant Vice President of Customer Engagement and Support
Special characters such as commas, dashes, or ampersands	Grants & Contracts Specialist	Grants and Contracts Specialist
Provide a title where none exists	Blank	Title reflecting work being performed
Employee has their state or RF title listed as local title	Staff Assoc	Associate Director of Academic and Transfer Advising Services
No local title and the employee uses only their state or RF title	Sr Staff Asso	Senior Staff Associate



Referring to the Standardized Job Titles and Descriptions to fill positions / requisitions in WolfieONE.



Stop creating new Stony Brook job titles for existing positions.

Stop creating new job descriptions for existing positions.



Continue to regularly review and update employee responsibilities based on the evolving needs and performance within your teams.

Continue ensuring the job description accurately reflects the current work being done.

DIGITIZED PERFORMANCE PROGRAMS AND EVALUATIONS

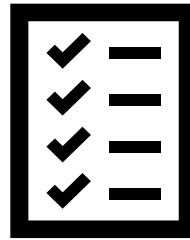
PERFORMANCE AND GOALS



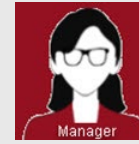
Performance and Evaluation Management

Current State:

Performance evaluations and programs are PDFs, separate from any system.



Digitized
Performance
enhances efficiency
and automation



Future State:

Managers can:

View, create, and manage
**digitized performance
programs and evaluations**
anytime directly in WolfieONE.





Adopting the new ways to conduct performance management.

Go to WolfieONE to complete performance programs and evaluations.



Stop signing Program and Evaluation PDFs.

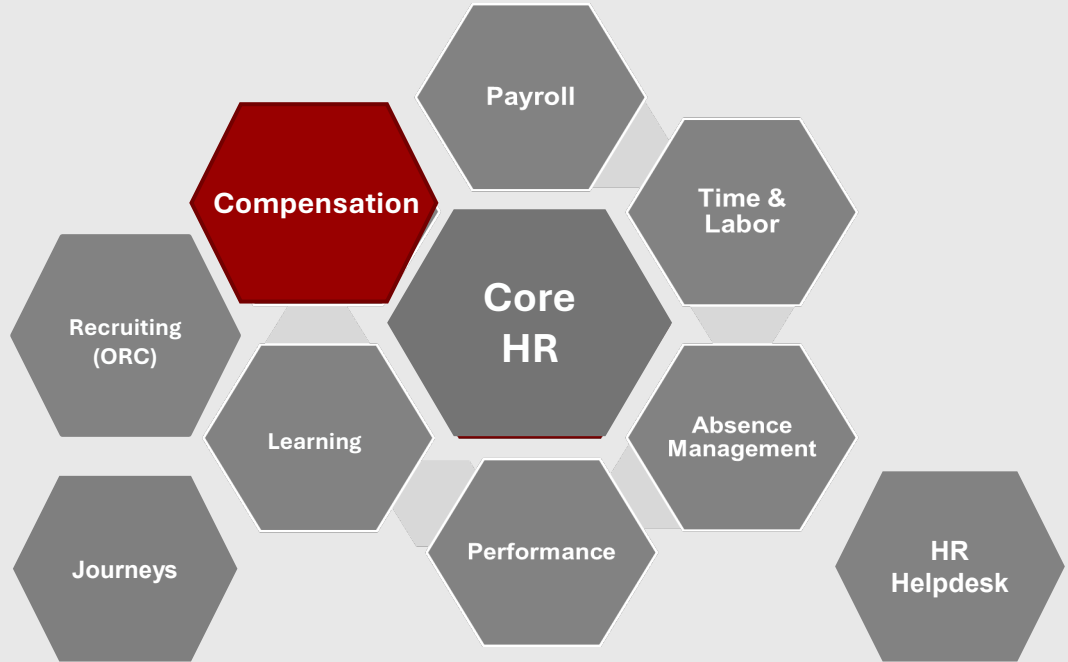
Stop saving and storing programs and evaluations on a separate drive.



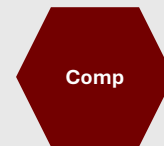
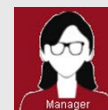
Continue to communicate and engage your employees by setting clear goals and expectations to foster productivity and a culture of growth and motivation that will ultimately contribute to your team's success.

DISTRIBUTING MERIT AND DISCRETIONARY INCREASES TO YOUR EMPLOYEES

Compensation



Distributing Merit and Discretionary Increases to your employees



Current State:

Distributing discretionary and merit increases among a team of employees is a **manual process**.

Currently, HR sends out **spreadsheet files** for departments to enter employees' distributions then loaded into Peoplesoft or RF Oracle.



Streamlined and digitized discretionary and merit distribution

Future State:

Managers will be able to enter percentages or amounts from their pool directly in WolfieONE; no more spreadsheet files.

Managers will see a notification for this task. It will be on their "Things to Finish" list in WolfieONE.



There will be an electronic approval process that will commit the changes to WolfieONE for payroll.

SCREENSHOT OF DISTRIBUTING POOL

< Discretionary

Save Save and C

SBU MC Discretionary Increase Plan July 2024 Sprint 5

Summary: All Workers

Component	Currency	Eligible Employees	Employees Compensated	% Employees Compensated	Eligible Salary	Discretionary Amount	Discretionary %	Pool Amount	Available Amount
Discretionary Increase	USD	12	8	67	351,074	2,414	0.69	3,851	

View Format Detach

All Workers

Team

Name Search

Worker Name	Alerts	Person Number	Manager	Stonybrook Job	Grade	Department	Current Salary	Base Salary Frequency	Eligible Salary	Discretionary Increase %	Discretionary Increase Amount	Base Salary Change Amount	Proposed Salary	Annualized Full-Time Salary - Current	Full-Time Equivalent
Employee1, CMP		CMP1001	Manager1, C...	Account Clerk	02_002	120500_Fina...	34,000.00	Annually	34,000.00	1.00	340.00	340.00	34,340.00	45,333	0.75
Employee10, CMP		CMP1010	Manager2, C...	Account Clerk	02_002	120500_Fina...	30,000.00	Annually	30,000.00			0.00	30,000.00	30,000	1.00
Employee11, CMP		CMP1011	Manager2, C...	Account Clerk	02_002	120500_Fina...	34,000.00	Annually	34,000.00			0.00	34,000.00	34,000	1.00
Employee12, CMP		CMP1016	Manager1, C...	Accountant	02_002	120500_Fina...	15.00	Hourly	31,320.00	1.00	313.00	0.14	15.14	31,320	1.00
Employee13, CMP	⚠	CMP1017	Manager1, C...	Accountant I	02_002	120500_Fina...	1,204.62	Biweekly	31,320.12	2.00	626.00	24.07	1,228.69	31,320	1.00
Employee14, CMP		CMP1018	Manager1, C...	Accountant I	02_002	120500_Fina...	15.00	Hourly	31,320.00	1.00	313.00	0.14	15.14	31,320	1.00
Employee2, CMP		CMP1002	Manager1, C...	Account Clerk	02_002	120500_Fina...	30,000.00	Annually	30,000.00	1.00	300.00	300.00	30,300.00	30,000	1.00
Employee3, CMP		CMP1003	Manager1, C...	Account Clerk	02_002	010102_Strat...	34,000.00	Annually	34,000.00	1.00	340.00	340.00	34,340.00	34,000	1.00
Employee4, CMP	⚠	CMP1004	Manager1, C...	Account Clerk	02_002	120500_Fina...	15,453.44	Annually	15,453.44	1.00	155.00	155.00	15,608.44	30,907	0.50
Employee4, CMP		CMP1004	Manager2, C...	HR Staff Associ	03_002	060_Human ...	15,660.00	Annually	15,660.00			0.00	15,660.00	31,320	0.50

Page 1 of 2 (1-10 of 12 Items) 1 2

managers can add %
increases of their pool
no more spreadsheet



Reviewing notifications within WolfieONE, detailing when and where to distribute merit and discretionary increases.

Viewing your pool amount to be distributed in WolfieONE.

Distributing increases either by amount or percentage in WolfieONE.



Stop using spreadsheet files to calculate and distribute merit or discretionary increases.



Continue to track employee performance to support merit-based increases.

Upcoming Topics

1. Learning and Development (Learning Module)

- Applies to **State**, **RF**, and **LISVH**

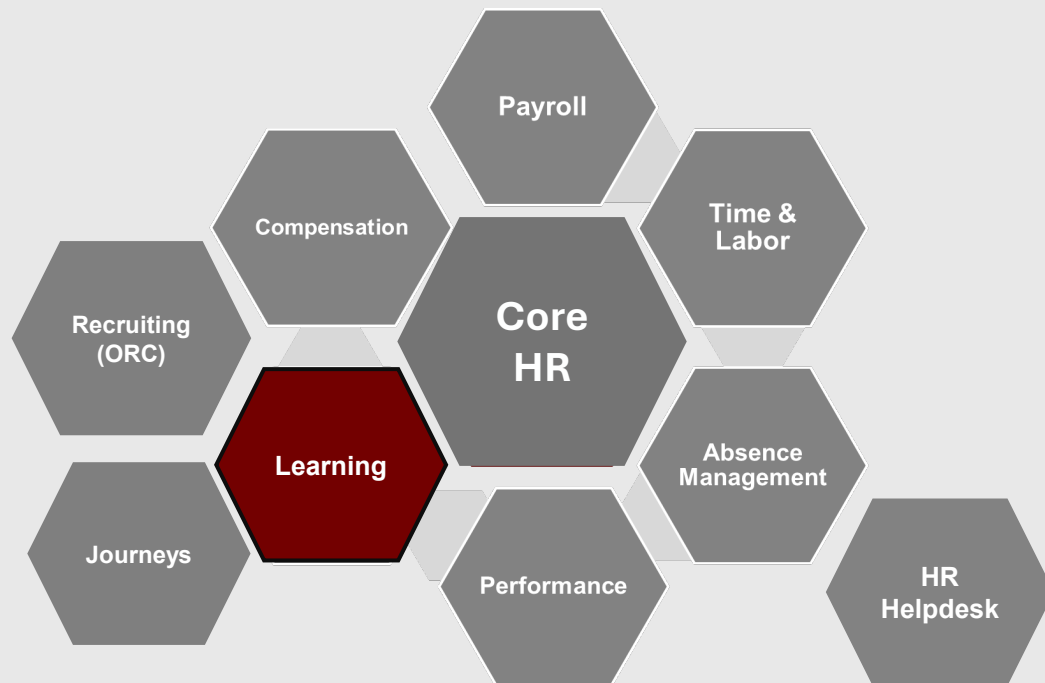
2. Approving Time off and Time (Time and Labor Module)

- Applies to **State** and **RF**

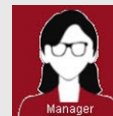
PROVIDING LEARNING AND DEVELOPMENT FOR YOUR EMPLOYEES

LEARNING MODULE

Note:
The Hospital will
continue using
HealthStream for
Professional
Development.



West Campus & LISVH: Providing Training to your Employees



Current State:

Various training sites for Professional Development.

Training materials and resources are distributed across multiple platforms or locations.

Registration is managed through various platforms or systems.

No visibility into employee completion rates by manager.



Enhanced manager self-service for direct report professional development

Future State:

Managers Can:

Access Manager professional development Training in WolfieONE.

Browse and assign training to employees.

Add employees to waitlists when a course is full.

View status and completion rates of employees' training.



Browsing and assigning training for your employees.

Checking the status of training for your employees.



(There is no equivalent to the unified learning management system in the current state)



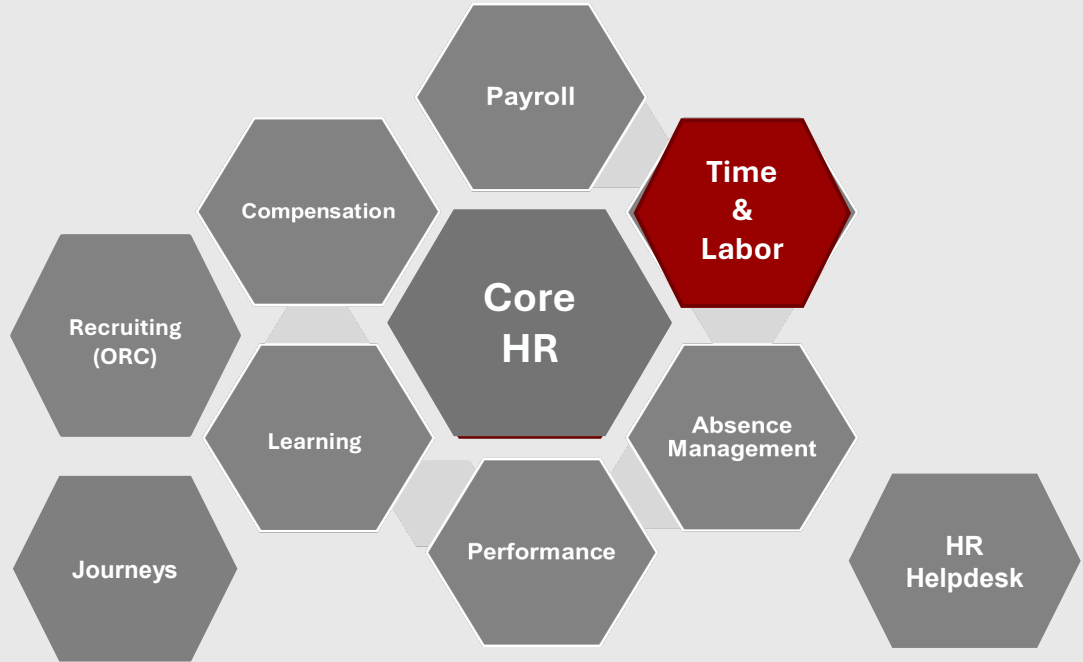
Continue ensuring employee engagement, satisfaction and career development by seeking training opportunities for your employees.

Continue using HealthStream and any other training site required by your department.

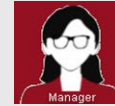
APPROVING TIME OFF AND TIME

Time and Labor

Note:
The Hospital and Vets'
Home will continue using
Kronos for Time and
Attendance.



Entering time and approving time off requests



Current State:

Paper time sheets are used for some employee populations.

Requests for time off varies from department to department. It can be verbal, an email, a calendar entry.

Some employees enter time on a computer into Solar (PeopleSoft).



Future State:

No more paper time sheets.

Managers can receive and approve, time off requests within WolfieONE **notifications**.



Managers can approve, deny or modify employees' time in WolfieONE.

All records are maintained in WolfieONE.



Check your WolfieONE notifications for time off requests.

Approve Time Off requests (such as vacation and sick time) in WolfieONE.

Approve employee time in WolfieONE.



Stop using paper timesheets.

Stop using Solar/PeopleSoft to approve, deny or modify time or absences.



Continue to manage time off requests and approve time for your employees.

Continue to communicate with your employees about time management practices that align with your team's goals.

(Summary) In WolfieONE, Managers can:

- **Initiate transactions** for changes which will **route through an approval process**.
- Choose from **standardized Titles and Descriptions** to streamline hiring.
- Engage with **digitized performance** programs and evaluations.
- Distribute **Merit and Discretionary increases** directly into WolfieONE.
- **Assign training** to team in WolfieONE (West Campus and LISVH only)
- **Approve time, time off** in WolfieONE (West Campus only)

QUESTIONS AND FEEDBACK

Share suggestions or feedback on
WolfieONE [here](#)

or email us

ocm@stonybrook.edu



RESOURCES

- [Stonybrook.edu/erp](https://stonybrook.edu/erp)
- [Change Champion Stakeholder Awareness](#)
- [Change Champion Toolkit](#)

