

PSFIN V8 Upgrade Weekly Update

To:	Campus Coordinators
Subject:	Weekly Update for the PeopleSoft Financials Upgrade Project
Message:	<p>Beginning January 8, 2007, a weekly update message regarding the PeopleSoft Financials version 8.9 Upgrade project will be sent all Campus Coordinators via the georgiafirst-fs-reps@listserv.uga.edu email discussion list. The “Weekly Update” will be posted to the list each Monday by close of business. Attached to the weekly message will be a PDF document that will contain any upgrade related announcements and actions items for that week.</p> <p>It is very important that this document be reviewed each week for any action items requested from your institution. A standard format will be used with requested actions, deadlines, and contact information clearly listed.</p>
Action Required:	Campus Coordinators should review the weekly email update. Distribute information as needed. Respond to any actions items by the deadlines listed.
Deadline:	Weekly updates will be distributed each Monday morning beginning January 8, 2007
Respond To:	<p>Campus Coordinators may post messages or inquiries regarding the Upgrade Project to:</p> <ul style="list-style-type: none"> • The georgiafirst-fs-reps@listserv.uga.edu email discussion list; OR, • Directly to OIIT at psfin_upgrade@usg.edu.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Upgrade project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Campus Coordinators may post a message to their email discussion list: georgiafirst-fs-reps@listserv.uga.edu • Anyone may send an inquiry to the PSFIN V8 Upgrade project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	Learner Characteristics Survey for Training
Message:	<p>The Training Sub Team will invite all PeopleSoft Financials users to participate in a Web-based survey in January that will enable us to plan for PSFIN V8 Upgrade Training more effectively. The survey will be brief, but will provide us with valuable information and will be an opportunity for you to be involved in making the Training effort a success!</p> <p>When the survey is ready, a link will be distributed to all financials users via the FIRST-LF announcement list. All of your institution's financials users should be members of this announcement list. To subscribe to the list, go to http://listserv.uga.edu/archives/first-lf.html and click on the Join or Leave the List link. Provide your name and email address. A confirmation message will be sent to your email address, and you must click on the link provided in the email to confirm your subscription to the list.</p>
Action Required:	Send a notice to all financials users at your institution that they should join the FIRST-LF announcement list by Friday, January 5, 2007 if they are not already members.
Deadline:	Friday, January 5, 2007
Respond To:	Michael Barnwell at psfin_upgrade@usg.edu with any questions.
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Upgrade project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Campus Coordinators may post a message to their email discussion list: georgiafirst-fs-reps@listserv.uga.edu • Anyone may send an inquiry to the PSFIN V8 Upgrade project team at: psfin_upgrade@usg.edu

To:	Campus Coordinators
Subject:	PSFIN Upgrade Project Quarterly Update Meeting-January 2007
Message:	<ul style="list-style-type: none"> • Where: Macon State College • When: Tuesday, January 23, 2007, 9:30 am to 4:30 PM • Who: Campus Coordinators, Technical Representatives, and up to two other attendees from each institution • What: You'll get to learn about the PSFIN V8 Upgrade, what it means to you, and what you should be doing now to prepare • How Much: It's Free! • Agenda: Available at: http://www.usg.edu/gafirst/fin/project/v8/
Action Required:	Campus Coordinators should submit the names of the representatives from your institution who will be attending this meeting by January 16.
Deadline:	Must be submitted by close of business on Tuesday, 01/16/2007.
Respond To:	Submit the list to Michael Casuccio at psfin_upgrade@usg.edu .
For More Information:	<ul style="list-style-type: none"> • Visit the PSFIN V8 Upgrade project web site at: http://www.usg.edu/gafirst/fin/project/v8/ • Campus Coordinators may post a message to their email discussion list: georgiafirst-fs-reps@listserv.uga.edu • Anyone may send an inquiry to the PSFIN V8 Upgrade project team at: psfin_upgrade@usg.edu