



MEMORANDUM

DATE: January 12, 2005

TO: Presidents
College Information System (CIS) Phase 2C Colleges

FROM: Sandra W. Williams
Vice President of Administration

SUBJECT: Human Resource System Implementation "Go Live" Readiness
(Revises S04-032 dated December 14, 2004)

As you may already know, one of the major milestones in the project plan for your college's implementation of the CIS Human Resource System, including Personnel and Payroll, in January 2005 is a review and approval by the college's Human Resources "Install Team" of the testing of the new system.

As included in the project plan, the completion of this milestone needs to be confirmed in writing to the Project Office. An approval form is attached for your convenience. **We will appreciate your sending your colleges confirmation form to John Taffe by January 14, 2005 so that we can determine the overall status of the Human Resource System "go live" at that time.**

If you or your college's CIS project manager have any questions about the project plan or status reporting, please feel free to contact John Taffe, Project Coordinator (taffej@ncccs.cc.nc.us); John is located at the System Office (919 807-6989).

Attachment

c: Bob Blackmun
Phase 2C College Project Managers
Marcia Daniel
Arthur Hohnsbehn
John Taffe



**North Carolina
Community College System (NCCCS)
College Information System (CIS) Project
Human Resource System Go-LIVE Confirmation**

Approval by the College President and Business Officer provides the NCCCS Project Office a confirmation and commitment by the College that they are prepared to Go-Live with the Human Resource System (Colleague's Personnel and Payroll) by January 2005.

Please acknowledge acceptance of the statement above by signing and dating below.

Community College Name

College President

Date

College Business Officer

Date

College CIS Project Manager

Date