



**Less time on administration.  
More focus on the mission.**



# What Is BlueSky?



BlueSky is the name that DePaul has chosen for Oracle Cloud at DePaul. Oracle Cloud is a modernized and synchronized application platform that offers an internet-based system vs. an intranet-based system for data applications (e.g., PeopleSoft).

## **What is “the Cloud”?**

The cloud refers to software and services that run on the Internet, instead of locally on your computer. Most cloud services can be accessed through a Web browser like Firefox or Google Chrome, and some companies offer dedicated mobile apps. (Some examples of cloud services include Google Drive, Apple iCloud, Netflix, Yahoo Mail, Dropbox and Microsoft OneDrive.)

The advantage of the cloud is that you can access your information on any device with an Internet connection.

# What Is Happening at DePaul and Why?



## **The What:**

By January 2021, DePaul will transition its human resources, financial, and budget planning data from PeopleSoft to Oracle Cloud. This transition will result in improved self-service, increased mobile access, and better analytics for decision support.

## **The Why:**

The PeopleSoft system was originally created in the 1980s and implemented at DePaul in the late 1990s. Much has changed since then. The Oracle Cloud system will provide a 21st century solution that will provide continuous technological updates that will enable us to deliver customized data faster and reduce administrative processes. As a result, we can pursue the university's ultimate goal: greater focus on student education and success.

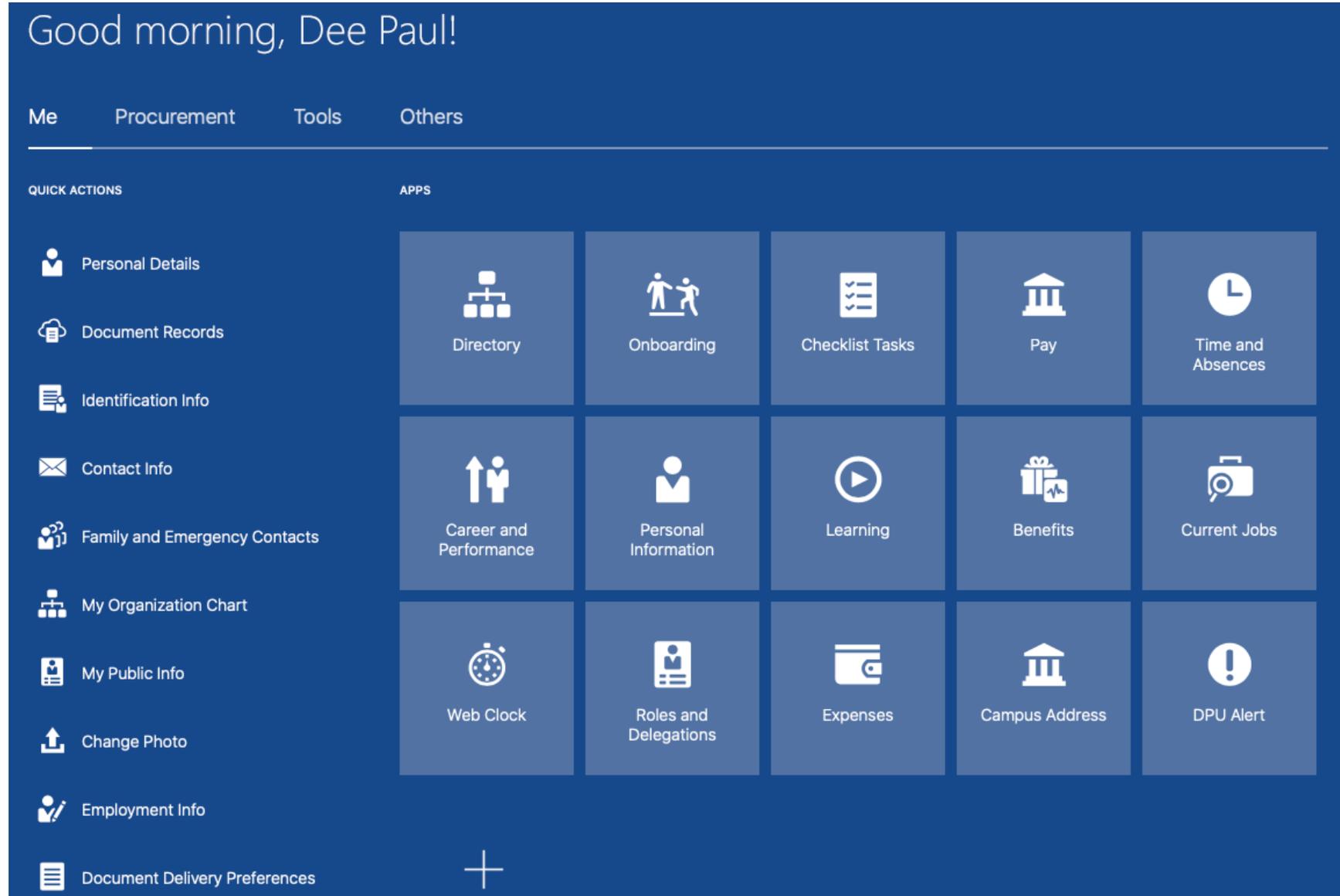
*Watch this 3-min. Video to learn more about BlueSky.*



<https://vimeo.com/465557874/08356368bb>

# What Does BlueSky Look Like?

The BlueSky interface is simple and intuitive.



# What Is Different in BlueSky?



BlueSky looks different, and there are some differences in terminology and processes.

Detailed training will be provided to ensure that all users can complete transactions in the new system.

**BlueSky**  
DePaul University

Quickstart Guide

**Your New Homepage**

**Me**

This tab will direct you to actions at the employee level.

**My Team**

This tab will direct you to actions at the manager level.

**My Client Groups**

This tab will direct you to actions at the administrator level.

Here is a list of terms that may have changed

Peoplesoft	Same for Both	BlueSky
Employee ID (Emplid)		Person Number
	Department	
Reports To (full time)		Line Manager
Supervisor ID (part time)		Line Manager
Jobcode		Job
	Position	
Job / Employee Record		Assignment
	Action	
	Action Reason	
	Effective Date	
Time off Requests (manual)		Absences
Time and Labor		Time Card
Payment Requests		Individual Compensation Plans (ICPs)
Budget Manager		HCM Department Manager
Read Only		View Only
Reports to		Parent Position
Position Request System (PRS)		Request New Position

Good morning, Dee Paul!

Me    My Team    My Client Groups    Contract Management    Product Management    Cash Management    Fixed Asse

**QUICK ACTIONS**

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Additional Assignment Info

**APPS**

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences

Career and Performance

Personal Information

Learning

Benefits

Current Jobs

Web Clock

Roles and Delegations

Expenses

Campus Address

DPU Alert

**Quick Actions**

This section offers you quicker access to items you'll use frequently.

You can do some fun things in this section such as update your info, view your organization chart or even update your photo in BlueSky.

**Apps**

These are all the applications that you will need to use in the BlueSky system. These will be your key to navigating our new HCM software. Take time to explore each of these tiles and see how they will relate to your position.

An important note: Be sure to click the Me, My Team, My Client Groups tabs (and any others) to note how your applications will update with these tabs selected.

My Team will be related to how you manage your employees.

My Client Groups will be related to your administration roles.

# What is the Plan for Training?

## **Starting in November 2020:**

- BlueSky starter kits (including videos and pdf guides) emailed and posted to BlueSky website by role (ex. Employee, Line Manger, etc.).
- BlueSky Help tool active in BlueSky starting 1/1/2021.
- Virtual training sessions and drop-in labs.

## **Throughout 2021:**

- Additional training as new functions are needed based on university-wide processes (e.g., Goals and Performance, Open Enrollment).

*BlueSky overview sessions with individual departments may be available by request. Recordings of sessions will be made available to review as needed. Email [bluesky@depaul.edu](mailto:bluesky@depaul.edu) for more information.*

## **Training will be organized by role in BlueSky\***

### **Employee (Staff/faculty/student with no direct reports):**

- Can perform self-service functions.

### **Line Manager (Any role that has a staff/faculty/student direct report):**

- Can perform certain functions related to managing employees.

### **Human Capital Management (HCM) Department Manager:**

- Can do functions above and beyond what a Line Manager can do. (May also be an ERP Cost Center Owner.)

### **Enterprise Resource Planning (ERP) Cost Center Owner:**

- Owns and manages financial budgets and approves financial transactions. (May also be an HCM Department Manager.)

*\*There are other roles within BlueSky, but these are the majority of roles.*

# BlueSky Help Tool

In addition to training, the BlueSky Help Tool is a robust and interactive resource that will help you navigate the new system.

The screenshot displays the BlueSky Help Tool interface for a Line Manager. At the top left, the DePaul University logo and name are visible. The main header area features a greeting: "Good afternoon, Line Manager!". Below this, a navigation bar includes tabs for "Me", "My Team", "Procurement", "Tools", and "Others". The interface is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists several options: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The "APPS" section is a grid of 15 application tiles, each with an icon and a label: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, Current Jobs, Web Clock, Roles and Delegations, Expenses, Campus Address, and DPU Alert. A vertical "BlueSky Help" banner is located on the right side of the interface.

# When Will I Get to Use BlueSky?



**BlueSky will be available to all DePaul employees as of Jan. 4, 2021.**

BlueSky will be using the BlueKey login experience.

Along with BlueKey login, BlueSky users will be required to use multi-factor authentication to login. There will be a simple registration process to initially set things up.

Visit [BlueSky.depaul.edu](https://bluesky.depaul.edu) or the Information Services website for details about how to register for BlueSky.

# When Will Changes Begin?

Before we can turn on BlueSky, we need to turn off PeopleSoft.

This “cutover period” is needed to successfully transfer data from the old system to the new system. **Our cutover period began on November 30 and will officially end when all employees have access to BlueSky by Jan. 4, 2021.**

During the cutover period, **certain human resources and finance transactions will be temporarily on hold to ensure data integrity.**

*What’s the issue with data integrity? Anything that is entered in the old system during the cutover period has to be manually entered in the new system. This manual entry not only impacts the resources needed to input the data, but there is the risk of error in manually entering this data.*

# BlueSky Resources



*Email The BlueSky Team with  
any questions about the new system...*

**bluesky@depaul.edu**

*Find frequently asked questions and  
soon to be available training resources...*

**bluesky.depaul.edu**

**Blue Sky**  
**DePaul University**