



Fourth Odyssey deactivation communication – 06/29/2017

Colleagues,

This is the fourth Odyssey deactivation communication in the series. Please forward this email to your team and stakeholder community as needed.

This is a reminder that after many years of service the legacy Odyssey system will be permanently retired this week on **06/30/17**.

----- ALL LEGACY ODYSSEY DATA HAS BEEN CONVERTED INTO A NEW LEGACY REPORTING DATABASE (LRD) -----

PLEASE NOTE

1. In consultation with various stakeholders an initial list of reports have been developed to access legacy Finance, Human Resources and Student Administration data via the Legacy Reporting Database (LRD).
2. In consultation with data owners an initial list of users has been granted access to the Legacy Reporting Database.
3. Standard system access procedures are in place to request access to the LRD. Please review the request form for required approvals.
4. Standard request for programming procedures are in place to request new reports for the Legacy Reporting Database. Please log a Kaseya Ticket with the request or contact the IT Help Desk to have them create a ticket for you. The Help Desk can be contacted at ITHelpDesk@mdc.edu or by calling 305-237-2505.

LEGACY REPORTING DATABASE URL

The legacy reporting database can be accessed via the following URL:

<http://ssrs.mdc.edu/Reports/Pages/Folder.aspx>

LEGACY REPORTING DATABASE JOB-AID

Please review the PowerPoint job-aid for the Legacy Reporting Database that can be found on the OIT website under 'announcements'. The job-aid will be made available by close of business 6/30/2017.

<http://www.mdc.edu/oit/>

LEGACY REPORTING DATABASE ACCESS REQUEST

To request access to the Legacy Report Database please complete the appropriate form for each pillar:

Campus Solutions : <https://www.mdc.edu/oit/documents/Student-Legacy-Data-Access-Request-Form.pdf>

Finance: <https://www.mdc.edu/businessaffairs/Papers/Forms/FSCM%20-%20Legacy%20Data%20Access%20Request%20Form.pdf>

HCM: http://www.mdc.edu/hr/OnlineForms/Legacy_Data_Access_Request_Form.pdf

*A select group of pre-identified users have already been granted access to the LRD based on their role in Odyssey. Before requesting access please check if you can login to the LRD.

LEGACY REPORTING DATABASE TRAINING

The Office of Information Technology will provide an online workshop and Q&A session during the week of July 10 -14. Further details will be communicated.

LEGACY REPORTING DATABASE CURRENT REPORT CATALOG

The following reports are currently available in the LRD:

STUDENT RELATED DATA (READ ONLY) REPORTS

(Odyssey related screens or batch job name listed in brackets)

1. Student Substitutions and Waivers (ST AV SA SW)
2. Course Information (ST CU CD MC)
3. External Institutions (ST CU EI BA)
4. Program Requirements (ST DA PR PR)
5. Calendar and Term Special Fees (ST FT CT)
6. Course Credit Types (ST CU CD MC)
7. Course ICS (ST CU CD MC)
8. Course Special Fees (ST FT CS)
9. Fee Groups (ST FT FG)
10. Standard Fees (ST FT SF)
11. Student Financial Transcripts Before 1984 (Batch job MFX208J1)
12. Student Financial Transcripts between 1984 and 1998 (Batch job MFX207J1)
13. Grade Change History (ST SR AH CR, ST SR AH NC)
14. Registration History (ST RG RS HI HD, ST RG RS HI AD)
15. Student Comments (ST CM DC)
16. Student Name Changes (ST AD AP CC)
17. Student Previous ID (ST AD SS)
18. Student Previous SSN (ST AD AP CC)
19. Student Term Log (ST RG MT VL)
20. Transcripts Received (ST SR TR EX RE, ST SR TR EX BF, ST SR TR EX TE, ST SR TR EX UC)
21. Transcripts Sent (ST SR TR DL)

22. Veterans Information (ST SR VM VA MT, ST SR VM VA MV)

FINANCE REPORTS

1. 1099 Payee
2. Checks
3. Disbursements
4. GL Transactions by Org Unit
5. Invoices
6. Payables
7. Payments
8. Purchasing Orders
9. Chart of Accounts
10. GL Codes
11. Org Units
12. Expenses by Requisition
13. Income and Expenses
14. Vendor

HUMAN RESOURCES REPORTS

1. Employee Demographics/Miscellaneous
 - a. Main Information
 - b. Addresses
 - c. Phones
 - d. Hired Info
 - e. Comments
 - f. Race
 - g. Veteran
 - h. Misc. Dates
 - i. Visa
 - j. Academic Rank
 - k. Awards & Incentives
 - l. E-mail
 - m. Tax Information
 - n. Emergency Contact
 - o. Education
 - p. Contracts
 - q. Seniority
 - r. Former Names
 - s. Location
 - t. Performance Reviews
 - u. Licenses & Certificates
 - v. Supervisors
2. Benefits/Deductions
 - a. Benefits
 - b. Deductions
 - c. Dependents

- d. Beneficiaries
- e. Benefit Plan Codes
- f. Benefit Rates
- g. Benefit Types
- h. Deduction Plan Codes
- i. Deduction Rates
- j. Deduction Types
3. Assignments
 - a. Main Assignment Information
 - b. Comments
 - c. Supplemental Salary Information
4. Legacy Part-Time Assignments (prior to Odyssey)
5. Job Codes
6. Pay Schedules
7. Supplement Types
8. Positions
 - a. Main Position Information
 - b. Budget Information
 - c. Assignments tied to Position
 - d. Position Comments
9. Payroll
 - a. Adjustments
 - b. Paycheck History
 - c. Payroll YTD
10. Time and Attendance
 - a. Attendance Record and details
 - b. Leave Balance and Activity
 - c. Sick Pool Enrollment

ASTRA REPORTS:

1. Bank Balance by Campus
2. Bank Balance by Employee
3. Courses
4. Course Distribution
5. Tasks
6. Task Distribution
7. Total Points per Year

Before requesting access to the Legacy Reporting Database please work make sure that the data is not already available in MDConnect. As of 6/20/2017 all historic enrollment records have been converted to MDConnect.

=====ORIGINAL COMMUNICATION AND FAQ=====

Over the last few months the district Office of Information Technology has been working with the stakeholder groups to identify specific data and reports that need to be available after Odyssey retirement. At this time we are working diligently to complete these reports to ensure that there is no service interruption to the business. Please take a moment to review the following FAQ's so you are made aware of the work that has been completed and any actions required on your part.

Why is Odyssey Retiring?

Miami Dade College has replaced the Odyssey system with MDConnect. Odyssey can therefore be decommissioned.

Will I lose any data?

NO! By June 30, 2017 any data that was not converted to MDConnect as part of the implementation will be made available (for read purposes only) in a dedicated and separate SQL database maintained by the district Office of Information Technology.

What data was converted to MDConnect?

Department	MDConnect
Student Data	All
Human Resources	2 years
Finance	1 Fiscal Year

How do I access data that has NOT been converted to MDConnect?

All data not converted to MDConnect will be made available in a dedicated SQL database maintained by the district Office of Information Technology. The primary method of accessing this data is through custom built read only reports.

How do I know you have all the right reports created?

We have been working with the stakeholder groups to identify existing reports that need to be recreated for the new environment or any desired new reports. We encourage you to speak to your leadership

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partners in Student Services, Academic and Student Affairs, Business Affairs and Human Resources if you believe you have new reporting needs that need to be included.

Is there a deadline to request new reports to access legacy Odyssey data?

Yes, there is a deadline of **May 15, 2017** to request new reports if you want them to be available immediately upon Odyssey decommissioning. Request after this date will be prioritized and delivered as part of our regular request fulfillment policy. Unfortunately we cannot guarantee that these reports will be available at the time of Odyssey decommissioning. Please note that these reports will be for read purposes only.

What if have a requirement to manipulate (update) the data?

At this point the data will only be made available for read purposes only. If there is a rare requirement that historical data does need to be updated this would require the development of a custom tool. At this time we have not received such a request.

What primary activities are planned over the next few weeks to facilitate decommissioning of Odyssey?

In consultation with business office stakeholders we have identified and continuing to identify all unnecessary Odyssey jobs and services. Again, most required jobs have been migrated to and are running through MDConnect at this time.

Will I have access to Odyssey until June 30, 2017?

Not necessarily. We have identified a minor group of people that require access to Odyssey until the end of June. The access of all other users will be removed over the next few weeks. If you believe you have not been identified as a user that requires extended access please communicate this to your leadership as soon as possible.

If I have any questions who do I contact?

If you have questions please contact myself or your business office leadership where appropriate.

Will I receive any additional reminders?

Yes, we will be providing a regular reminder and update every three weeks until decommissioning has been completed