

# Statewide Rollout Plans for the Windstar Software

## **NCAS AGENCIES**

The Office of the State Controller will maintain and support the Windstar software, and will also assume responsibility for year-end tax reporting, for all NCAS agencies. Your agency will be receiving additional procedures and documentation requirements during training sessions scheduled for January, 2005. Detailed information regarding these training sessions will be forthcoming.

## **NON-NCAS AGENCIES**

The Office of the State Controller will distribute the Windstar software, documentation, and provide training during the second week of January, 2005 for non-NCAS agencies using the software. Detailed information regarding this training session will be forthcoming. Non-NCAS state agencies selected to receive the Windstar software will receive a minimum of three software license seats – one each for payroll, accounts payable, and human resources. Under the terms of the contract with the State, Windstar will provide full vendor support (telephone and web-based) for a maximum of two users per non-NCAS state agency. All other users will have unlimited access to web-based vendor support.

## **COMMUNITY COLLEGES**

The North Carolina Community Colleges System (NCCCS) has selected the community colleges that will be receiving the Windstar software. Not every community college will receive the software, although every college will benefit from the software. The selection was based on the number of foreign nationals who are currently enrolled, paid, or compensated by the college. The remaining community colleges will be supported by the NCCCS.

For the community colleges that will be receiving the Windstar software, in addition to the International Tax Navigator software, the Windstar solution also provides a Visa Management product, which will assist you in tracking your international students' visa status and reporting all mandated information to and from the government's Student and Exchange Visitor Information System (SEVIS) program. The NCCCS and Windstar Technologies will host a training session on the Windstar software functionality during the second week of February. This training will be held at one of the regional community college training centers. You will receive more information regarding this training session from the NCCCS. The Windstar software will be distributed during this training session. In total, each community college selected to receive the Windstar software will receive five software license seats – one each for payroll, accounts payable, human resources, financial aid, and the international student office. Under the terms of the contract with the State, Windstar will provide full vendor support (telephone and web-based) for a maximum of two users per community college. All other users will have unlimited access to web-based vendor support.

For the community colleges that will not be receiving the Windstar software, but will be supported by the NCCCS, you will receive additional procedures and documentation requirements from the NCCCS.

## **UNIVERSITIES**

Currently there are nine universities using Windstar's Tax Navigator software. Those nine universities may continue using the Windstar Tax Navigator software without any interruption to their operations. The existing Windstar Tax Navigator software licenses were incorporated into the State's enterprise license agreement; however, in addition to the Tax Navigator software, all sixteen universities will also receive Windstar's Visa Manager and Foreign National Information System software. In total, each university will receive a minimum of five software license seats – one each for payroll, accounts payable, human resources, financial aid, and the international student office. Under the terms of the contract with the

State, Windstar will provide full vendor support (telephone and web-based) for a maximum of two users per university, except for the universities that were contracted with Windstar prior to entering into this enterprise license agreement. Those universities will continue to enjoy full support for all of their existing seats. All other users will have unlimited access to web-based vendor support.

The remaining seven universities will receive the software, along with the documentation, for all Windstar products in the near future. Upon receipt of the software and documentation, please review the documentation and install the software in accordance with the instructions provided. Windstar provides interactive web-based training for new users. Instructions on how to use the web-based training will be provided with the software.

### **LOCAL EDUCATION AUTHORITIES (LEAs)/CHARTER SCHOOLS**

The Department of Public Instruction (DPI) will maintain and support the Windstar software, and will also assume responsibility for year-end tax reporting, on behalf of each LEA/Charter School. DPI will soon be distributing additional procedures and documentation requirements to each LEA/Charter School in the near future.