EBS PAC Meeting

Date: 2/12/09
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS West Conference Room

HCM Schedule - highlights from HCM Project Plan

Task	Finish
Configuration	Fri, Feb 27
Develop WRICEF Objects	Fri, Feb 27
Cycle 2.5 Integration Test	Fri, Feb 20
Parallel Test 2	Fri, Feb 27
Technical Team – system testing	Fri, March 6
Super User Selection and Development	Fri, March 15
Prepare training materials	Fri, Feb 27
Train the Trainer	Fri, Feb 27
Training Delivery	Fri, March 20
Finalize Cutover Plan	Thur, March 12
Execute Cutover	Wed, April 1
Go Live	Wed, April 1

Payroll Parallel 1 Issue Tracking
Issues
Parallel 1 validation is complete. The issues are being logged and tracked for resolution (132 issued reported, 20 new issues identified, 7 remain open). PAC asked about the percentage of employees' paychecks that were correct vs. incorrect (above $5 difference). Project is focusing on the issues so they can get fixed and resolved.

Communication
Resolution of the issues are being communicated to the bureaus three ways: 1) via email, 2) some issues require review with BHR to resolve, i.e. work schedules, and then will be communicated; and 3) issues that required configuration, the Project team will resolve and communicate one-on-one with the bureaus (this may take additional time).

The PAC wants to know how to communicate to their employees if there are issues. Bruce said a communication plan is being developed and will be provided to the bureaus by the first part of March.

Parallel Cycle 2 Schedule

- Time Entry/ Personnel Action Entry   Mon, Feb 02 – Mon, Feb 09
- Run Payroll process   Tue, Feb 10 – Sun, Feb 15
- Pick up Checks/ Remittance advices   Tues, Feb 17
- Bureau results review   Tues, Feb 17 – Mon, Feb 23
- EBS Team Issue Resolution   Tues, Feb 17 – Fri, Feb 27
- Bureau Sign-off Due   Fri, Feb 27

  IMPORTANT: Bureaus must complete results review by Noon, Monday, Feb 23 and report all configuration related discrepancies, including issues you may have already reported in parallel 1.

Parallel Testing

The following matrix defines what the issues are and the plan on how to address those issues. The payroll parallel testing will be considered successfully completed when all issues identified by the bureaus have been dispositioned.

Type of Reported Parallel Issue	Type of difference	Resolution Approach
Time entry difference	Explainable	Communicate reason - no further action required
Other data differences (ex. Prior period adjustment not entered)	Explainable	Communicate reason - no further action required
Requirements difference (Bureau disagrees with requirement) - SAP correct	Requirements	1) Validate requirement with BHR 2) Communicate BHR position to bureau - no further action required 3) Change team commuicates to entire City if required
Requirements difference - SAP incorrect	Requirements	1) Validate requirement with BHR 2) Correct SAP configuration 3) Retest reported employee if possible (if not possible, then test via integration test process) 4) Communicate resolution to bureau
SAP configuration not working as planned	Configuration	1) Correct SAP configuration 2) Retest reported employee if possible (if not possible, then test via integration test process) 3) Communicate resolution to bureau
Issue - accepted without change for go-live	Explainable	If the issue is a known issue that is an accepted issue either because there is a manual workaround or can go-live without then communicate status - no further action required
Issue - change required for go-live	Configuration	Complete configuration and validate issue closed via standard integration test process

Conversion/Cutover Planning

Bureaus will need to complete the following activities in HCM for cutover:

1. Work Schedules
   - Bureaus will sign off on their final work schedule submission for go live.
   - Bureaus will sign off on the work schedule conversion in SAP. The Project will be sending out the work schedules assigned to employees.

2. Organizational Management Data
   - Bureaus will need to validate their org structure by February 27. The org structures were sent to bureaus on February 11. Its important you designate cost centers to positions – so at go live we have the correct cost centers to employees.

3. Data Conversion
   - Update any personnel data in IBIS, i.e. are all your employees reflected, rate of pay is correct, seniority date
   - Bureaus will sign off that they have reviewed the IBIS data (Project will provide data to review) before go live
   - Project will convert IBIS data into SAP and the bureaus will sign off that the IBIS data converted correctly

Time Entry Readiness Tasks
The following is a list of tasks for each time entry group:

1. **Timekeepers.** (timekeepers currently enter time for employees)
   - Adapt your existing timesheets to capture data for time entry in SAP.
     - Add: Start/stop times
     - Revise: Attendance/absence codes
     - Revise: SAP cost center

2. **Interim Timekeepers.** (employees currently on TARS move to interim)
   - Select your timesheet
   - Create and communicate the process to employees for submitting time

3. **Pilot employee self entry**.
   - Meet your training and readiness requirements by due dates. The OCM team had their initial meeting with the pilot group.

Time Entry Readiness Support
The OCM team is providing support to the bureaus to help them get ready for time entry.

- Change Discussion Guide on Time Management
  Learn the process, terms, SAP roles, and start/stop/continue checklist. Change Captains are meeting with their Change Agents to review the guide.

- Project-delivered training
  - eLearning for timekeepers – 2/11
    Pre-requisite for their class. Managers and supervisors are welcome to take the eLearning

  - End user training for timekeepers – 2/23–3/3
    http://www.portlandonline.com/omf/index.cfm?c=45438

  - ESS eLearning – 3/3
    For direct time entry

  - Time Reviewer eLearning – 3/23
    Time reviewer will learn how to run a report to view time entered for their employees

- Sample timesheets
  Paper and electronic (Excel) timesheets will be provided on 2/19

- Template for bureau-delivered training/education
  Concepts, terms with room for bureau-specific info will be provided on March 4 - information to roll out at staff meetings, advising employees of the new system and this is how we are going to use it. Important to recognize that this template is not an opportunity to have BTS develop an interim product for your bureau.

PAC wants to know when the timekeepers will begin entering time for the pay period March 19 through April 1 into SAP. Kelley said there is a tentative cutover date of March 25. They are still working on the cutover schedule. They need to shut down the current system, convert data, and bring up the new system for time entry. However, they cannot take the data out of IBIS until the final payroll runs.

PAC wants to know what is the process and procedure for communicating and correcting paycheck errors after go live. Kelley said you will handle any issues you have with paychecks the same way you do today, i.e. correct the error and run at the next payroll run, or if you need to process a check offcycle.

OCM

Training Schedule

Train-the-trainer started today. We had 100% attendance from our super user/trainers. The timekeepers will complete their end user training on March 4. Timekeepers will be a great resource for your bureau's readiness plans, i.e. presentations, and education, prior to go live.

Dashboard

12-Feb	HCM - Bureau Readiness Dashboard															
	BES	Park	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
BRT/Leadership	Green	Yellow	Green		Green	Yellow	Green	Green	Green	Yellow	Green	Green	Green	Green	Green	Yellow
BR Action Plan	Green	Yellow	Yellow		Yellow	Green	Green	Yellow	Green	Yellow	Green	Green	Green	Red	Yellow	Red
End User	Green	Red	Yellow		Yellow	Green	Green	Green	Green	Red	Green	Yellow	Yellow	Red	Yellow	Yellow
Training	Green	Yellow	Green		Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green
Data Conversion	Green	Yellow	Green			Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green
Interfaces	Green	Green	Green		Green	Yellow	Green	Green	Green	Red	Green	Yellow	Yellow	Red	Yellow	Red
Go Live Support	Green	Yellow	Yellow		Green	Yellow	Yellow	Yellow	Yellow	Red	Green	Green	Yellow	Yellow	Yellow	Yellow
	Completed/On Track - Green					Yellow - Some Risk						Red - High Risk				

PAC members report out on reds and yellows:

- OMF — Working toward interim time entry system, need Excel template for training. Timekeeper still working on FILO matters/clean up. Budget/mid year reductions – other tasks going on.
- Parks — Validation and testing – focus on PP2 analysis, there are a lot of issues. Need to revise timesheets, we have a lot of positive pay employees, timekeepers need to communicate to employees how to record their time
- BTS — Series of dependencies an issue – billing process not finalized. Time entry tool and training cannot be finalized until billing process is finalized.
- Purchases — Looking forward to time entry tools on 2/19. Working on FILO.
- Revenue — Interim solution for time entry
- BHR — Reporting capabilities – don't know what they are – enormous concerns – impact customer service and support
- Police — Confidence level on overtime reporting – need to close the loop. Uniform roster – marrying into the timesheet. Looking for SAP data to be version of the truth.
- BDS — Time entry readiness tasks – how to get data from employees into system
- BOEC — Issues on action plan need project team to resolve; reconcile training schedule
- Fire — Interfaces – upload out of SAP into our system 28-day FSLA cycle.
- FPD — Data conversion issues – same as reported.

FILO

Super User calls transition to User Group meetings

The FILO team has replaced the super user conference call-ins with user group meetings. User group members will meet on the 14th floor, twice a month, for one hour, and will share knowledge and information, discuss what's working and what's not, recommend changes. There will be a total of six user groups (AP, AR, GL/CO/FM, GM, PS/FA and MM). Marty said membership is flexible, and encourages people (not just FILO Super Users) to join if interested.

Monitor Transaction Processing

The Project is tracking the volume (handout) of requisitions, purchase orders, goods receipts, invoices and vendor payments being processed. Marty reminded the PAC that bureaus should not be contacting the vendors for goods & services without a purchase order. OMF will forward to Jane a recent memo from the City Attorney's Office regarding personal liability (sent Feb. 16).

FPD asked the PAC to be sure and let your bureau's financial analyst know if you have <u>monies</u> out there waiting to be processed, i.e. requisitions waiting to be approved by the bureau approver in SAP.

February and March Training
Jane advised the PAC that a training member did leave the Project, so the Training team is reassigning trainers for FILO, and may need to reschedule some classes. March training is self enrollment. Employees will receive notice and instruction on how to enroll into a training class.

Post Go Live Development Priorities
Marty provided a handout (FILO Post Go-Live Improvement List). The FILO team continues to work tickets, and provide support to individuals.

Major focus with HCM testing is to validate posting and ensure costs are posted correctly so reports are accurate.

Future Meetings
- Weekly – Thursday at 10:30 am
- March 12 joint ESC/PAC meeting at 3:00 pm – Go, No-Go Decision
- March 19, 26 – final check in meetings
- April 2 – post go live check in

Action Items

Action Item	Responsible	Target Date
1. Forward discussion items to Jennifer and Bruce at any time.	PAC Members	Prior to each meeting
2. Send ESC ppt presentations to PAC	PMO	Monthly