



Program Advisory Committee

August 18, 2011



Today's Agenda

- Time Review and Approval Policy - Tom Schneider
- ESS: Overview - Kevin Campbell
- DCTU Article 6.1 & SAP - Patrick Ward & Kevin Campbell
- EBS Status: What are we working on and how is it going? – Kevin Campbell
- Other Items



Sub-Committee Report



Time Review and Approval Policy Tom Schneider



ESS Overview



- Getting the vocabulary straight
- Where are we?
- Implementation to date
- Challenges to using ESS
- Recommendations



ESS: Essential Vocabulary

- Employee Self-Service (ESS)
 - Non-Time Entry
 - Time Entry
- AKA:
 - iView
 - CityLink
 - The Portal
- Why is this important?
 - User acceptance & marketing
 - Training



ESS: Where Are We?

5,928*

Total city employees

(*all numbers as of 08/17/2011; *excludes seasonal employees*)

3,763

Non-public safety employees

1,752

Using ESS for time entry

47%

Of non-public safety employees

30%

Of all City employees



ESS: Implementation to Date



- Planning for ESS: Time Entry
 - Post HCM GoLive
 - Public Safety Bureaus “out of scope”
 - Development of bureau plans
 - Phased approach within each bureau
 - Pilot bureaus (BES, PBOT, Water, OMF, Parks, BDS)
 - Smaller bureaus & offices
 - After the pilots
 - In conjunction with larger bureaus



ESS: Implementatin Pt. 2

- Rollout
 - Pilots in late 2009 into 2010
 - Pilot bureaus still have the highest percentage of employees using ESS: Time Entry
 - Smaller bureaus
 - Continuing to implement
 - A slower pace



ESS: Issues

- Positive Pay Employees
- The Interface
 - Challenging, at best
 - Entering cost objects
- Time Review and Approval
- Housing: A Case in Point



ESS: Improvements



- ESS: Time Entry for Positive Pay
- ESS: Display
- The Portal
- Revising the Interface
- MSS: Leave & Time approval



ESS: Recommendations

- Update Bureau Plans
 - EBS Change Management
 - Realistic assessment of bureau wants and needs
 - Opportunity to market and educate about ESS, MSS, The Portal
 - Determine what's realistic?
- “Revised” Implementation Plan for ESS: Time Entry
- Need a clear Governance Mandate
- EBS & Bureaus Implement



DCTU Article 6.1 & SAP



Patrick Ward from Labor Relations
&
Kevin Campbell



EBS Status



- **ESS: Display**
 - Pilot phase with PBOT
 - Moving into lessons learned
 - Prepping for rollout to rest of city
- **BOBJ**
 - Initial blueprinting complete
 - Some lessons learned
 - Working on reports
 - Moving forward with next phase of blueprinting
- **FMLA**
 - Blueprinting
 - Solution neutrality
- **MSS**
 - Blueprinting
 - Display phase development, pilot, and rollout
- **Fall Patch planning**
- **Server Replacements**
- **Ticket and CR Process Improvements**
 - Working with business partners
 - Work in Progress