



EBS PAC Meeting

Date: 1/22/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Payroll Parallel Testing

Payroll parallel 1 – Bureaus must return any issues or problems by noon, Monday, Feb. 2. Bureau sign off is Feb. 6

Payroll parallel 2 schedule:

- | | |
|--------------------------------------|---------------------------|
| • Time Entry Entry | Mon, Feb 02 – Mon, Feb 09 |
| • Run Payroll process | Tue, Feb 10 – Sun, Feb 15 |
| • Pick up Checks/ Remittance advices | Mon, Feb 16 (& Feb 17) |
| • Bureau results review | Mon, Feb 16 – Mon, Feb 23 |
| • EBS Team Issue Resolution | Mon, Feb 16 – 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

Pay period Jan. 8-Jan. 21 will be used for payroll parallel 2.

PAC expressed concerns about the overlap of PP1 analysis, PP2 time entry and their regular timekeeper duties for payroll in IBIS due the same week. Bureaus are seeing increased stress on their staff.

Time Entry Transition

Except for the pilot group, employees who do self entry now will use a timekeeper during the interim transition to direct time entry in SAP. Employees who have timekeepers enter their time now will continue to have timekeepers enter time.

Time entry for timekeepers – bureaus need to

- review their existing timesheets and adapt them as needed to capture the necessary SAP data
- conduct bureau-led training/education on bureau-specific time entry requirements and new attendance/absence codes

Time entry for employees – bureaus need to

- Modify existing bureau timesheet or use one from another bureau
- Create and communicate the process to submit, approve, collect and enter from timesheets
- Conduct bureau-led training/education on bureau-specific time entry requirements (cost elements) and SAP attendance/absence codes

Training will provide lists and templates for bureaus to use.

The project will provide funding to backfill for timekeeper tasks for those bureaus that need help. The project manager and Change Management will follow up with bureaus on their identified need.

Time Entry Readiness

100% attendance at train-the-trainer courses and end user training is necessary. The pilot group needs 100% attendance and reporting as ready.

Super users will be trained and available to support bureaus. The project is asking larger bureaus to contribute employees to serve in this role. Would like to identify a PA and TM super user from each of the big 8 bureaus to reduce the time impact on any one bureau and to create a support structure at go live. Support centers need to be available for 3-4 payroll cycles for users.

Self Entry Roll Out

March – pilot group consisting of a subset of employees from three bureaus – BES, Water and PDOT.

April – stabilization

May – stabilization / bureau readiness

Timing, order and size of the next roll out will be based on the outcome of the pilot on the following factors:

- Stabilization of Payroll
- Attendance and effectiveness of training
- Accuracy and timeliness of execution by employees
- Support of bureaus and project

Pilot Criteria

- Proximity to bureau and project support structure
- Management control/influence from established Change Agent - build upon established working relationships and ability to meet deliverable deadlines
- Group likely to be able to adapt to change and provide support to next group of employees - not the easiest time entry and not the most difficult to enter now
- Bureau recommended based on other organizational change efforts - type of group used in the past for initial phase of roll out efforts

Water subset of 70:

Accntg and Fin 22-25
Admin/Director 12-15
1 Engineering Group 30

PDOT subset of 41:

Info Mgmt 11
Transpo Options 14
Traffic Engineers/Invest 16

BES subset of 75:

Bus Services 30
Office of Dir 12-15
1 Engineering Group 30

HCM Dashboard

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

Some PAC members report out on the reds:

- BTS Waiting for training schedule and notification
- Bus Ops Waiting for training information; timing conflict with budget prep
- PDOT Have not heard about a schedule for interfaces

FILO

Support centers are continuing with more focus on specific processes. Help tickets generate the topics for support centers, so bureaus should continue to log help tickets if they are having trouble with processes.

FILO super users will meet on Feb. 4 to review lessons learned and transition to user support groups.

FILO training for February is posted on the project website.

Next Meeting – Feb. 12

PAC will meet every week after February 12, 2009, to prepare for the HCM go live.

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