



EBS PAC Meeting

Date: 4/16/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Introduction

The PMO reviewed the project schedule, and discussed the disposition of PP3 issues, and the support plan and expectations for PP3. Bruce Theurer announced time entry will need to be done for cutover by 5pm on Thursday, June 25. Bureau Readiness, dashboard results, and FILO update followed.

Project Schedule for PP3

Bruce Theurer reviewed the project schedule for PP3. The Project is communicating to the bureaus today and tomorrow, and copying the timekeepers, on the resolution of payroll issues relevant to PP3. Job aids, such as attendance/absence codes and switches, are going out to timekeepers tomorrow. These job aids are posted on the website and will be updated regularly. Bruce reminded everyone to report issues quickly for the validation phase of PP3, not to hold on to them.

- Disposition of issues prior to PP3 3/23 – 4/17
- Release of time entry job aids 4/17
- PP3
 - Time Entry 4/20 – 4/24
 - Run Payroll 4/27 – 5/1
 - Validation 5/4 – 5/15
 - PP3 Issue Resolution 5/18 – 5/29
 - Cost object demonstration 5/18 – 5/29

Project Schedule for Training and Cutover Activities

There will be make up courses the last week in April for those people who missed their original training course(s). In May, we will have Training Level 2 courses for TM and PA. These courses will include new content as a result of questions raised in payroll testing and the timekeeper support centers. Many bureaus will conduct a dry run for their new time entry process prior to the cutover from IBIS to SAP, which will begin early in June.

- Training Make Up courses 4/27 – 5/1
- Training Level 2 courses 5/4 – 5/26
 - Holiday/deferred holiday, working out of class, prior period adjustments
 - Reports to check time entry, run quotas, display absences
- Interim time process
 - Dry run 5/14 – 5/27
 - Assessment 6/1 – 6/5
- Cutover Activities 6/5 – 7/2
- Go-Live Decision (Joint ESC/PAC) 6/11

Issue Disposition

In preparation for PP3 testing, which is scheduled to begin on Monday, April 20, the Project is successfully closing all issues relevant to PP3 by Friday, April 17. The Project will continue to resolve and close all remaining open issues prior to go live.

Jennifer Sims asked those PAC members whose bureaus are involved in PP3 if the Project has provided what they need for PP3. Fire and BOEC reported that they still have one or two issues remaining, but believe these items will be closed. The remaining group reported that they and their timekeepers are ready for PP3.

- Total issues: 217
- Closed: 155
- Issues Relevant to PP3 60
 - 19 Open
 - 9 Communication
 - 4 Break/Fix Configuration
 - 2 Process, Post Go-Live
 - 4 Requirements
- Remaining open issues (non-PP3) 43

PP3 Support Plan

Pre-PP3 support sessions for timekeepers were held in preparation for PP3 this week. Support sessions are scheduled for next week on Monday and Tuesday (4/20 and 4/21). BHCD and POEM will enter their time on Wednesday, April 22. If additional time is needed, bureaus will have until Friday, April 24 at 5pm to complete time entry.

- Pre-PP3 Support Sessions
 - Time entry scenario support **DONE** 4/14 – 4/15
 - FILO 101 to Timekeepers **DONE** 4/14
 - Cost object scenario support **DONE** 4/14
- PP3 Time Entry Support Sessions 4/20 – 4/24
 - Schedule for PP3 Bureaus 4/20 – 4/21
 - Schedule for BHCD and POEM 4/22

PP3 Validation

Bruce reminded the PAC to have realistic expectations on this payroll run. Remember there will be variances. Pay differences (between IBIS payroll results and SAP payroll results) do not mean SAP results are incorrect. Jennifer Sims said to keep this in mind when validating your payroll results, and know what these differences are in order to determine what is an issue and what is not. Bruce highlighted some of those differences.

- Sample causes of differences that are not system problems:
 - Data entry differences
 - Differences in time entry between legacy and SAP
 - Prior period adjustments in one system but not in other
 - Personnel action processed in one system but no other
 - Minor tax calculation differences (often allowable under the law)
 - Legacy system calculations incorrect
 - Both are different and both are correct

Cutover

Bruce announced that in order to process payroll, make corrections and make pay day on July 2, we need to have time entry completed by 5pm on Thursday, June 25. This cutoff time and date is an exception for cutover, and is not representative of the regular payroll schedule.

In response to this announcement, Police said this will require a lot more work for their bureau, but believes it's feasible. Revenue asked when and where time will be entered. Kelley Dillenberger said the plan is for timekeepers to enter their time with the Project's help. The draft schedule is in review, and Kelley said we should have the support plan schedule available to the PAC in a few weeks. Jane noted that there are logistic variables to take into account given the number of timekeepers we have in Water and Parks.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 JUNE	2	3	4	5 Deadline for IBIS changes to HR/ Central Payroll	6
7	8	9	10	11 Final HR transactions in IBIS	12 Final IBIS Time Entry	13 Pseudo Payroll Final IBIS Payroll
	No PA Transactions into SAP					
14 IBIS Data Available	15	16	17	18 PAY DAY (IBIS)	19	20
SAP Downtime - includes FILO				SAP Time Entry		
Data Conversion				PA Entry Begins(HR)		
No PA Transactions into SAP						
21	22	23	24	25	26	27
SAP Time Entry						
					PY Processing & Corrections	
28	29	30	1 JULY	2 PAY DAY (SAP)	3	4
PY Processing	PY run in SAP					

Time Entry completed by 5pm on 6/25.

Bureau Readiness

Jane Braaten updated the PAC on bureau readiness.

- Action Plans
 - All bureaus have submitted their required elements for go live (via the action plans).
- Time Entry Readiness Checklist
 - The time entry readiness checklist was completed by the change agents and Jane reported on the results (handout, *see p. 5*). Most bureaus have completed the first two requirements on the checklist, i.e. adapted, or created a timesheet for SAP, and have a plan in place to communicate the change to employees. Jane said that OCM will be following up with Parks and BOEC, since neither one of these bureaus has completed the first time entry requirement for their group.

Accountability/time records

Anna Kanwit announced that HR is addressing two HR issues raised as a result of the time entry readiness activities bureaus are completing for go live.

The two issues raised are: 1) what is the official time record; and 2) what is sufficient for supervisory sign off on time.

The first issue requires review of the work rules. She explained that the work schedules assigned to employees represent the hours worked, but may not reflect their actual start and stop times. Therefore, for litigation purposes, we would not want to limit ourselves to the CATS timesheet in SAP as the official time record.

The second issue is that there are no provisions for supervisory sign off. Anna said they are looking at running a report (CADO) after time entry that the supervisors or managers can review and sign.

Dashboard

The PAC reported on the dashboard (handout, *see p. 6*).

- BES – Super User memo concerned them so they moved down on go live support (Jennifer Sims commented the support issues raised in that email are being addressed, and Project plans to cover these issues were already in place.)
- PBOT – concluding bureau readiness tasks
- Bus Ops – competing priorities with budget and timekeeping. Should be in better shape after April.
- Fire – workarounds at go live
- Parks – waiting for results from PP3
- BOEC – waiting for results from PP3
- BTS – additional challenges with resources

FILO

As we approach year end, Marty Scott reported on the fiscal year end process activities and deadlines.

- Year End Kickoff - May 14
 - Accounting will provide a year end schedule, with steps and tools to assist bureaus with year end processes
- Purchase Order/Encumbrance Monitoring
 - Purchase orders will carry over, not requisitions (close requisitions if they are open).
- Goods Receiving
 - All goods and services receipts must be received by June 30, this releases the encumbrances. Bureaus will receive a communication on this but the process of closing year end will end sooner for bureaus.

What's Next

Thursday, April 30 at 10:30 – noon, PAC meeting in the EBS West Conf. Room

Time Entry Readiness Checklist Report

Report Date: 04/16/09	Time Entry Readiness Checklist Report for Bureaus in Group 1-Timekeeper and/or Group 2-Interim Timekeeper									
Bureau	Group 1 - Timekeeper				Group 2 - Interim Timekeeper					
	<i>Timesheets adapted for input into SAP?</i>	<i>Communication of timesheet changes planned?</i>	<i>Communication completed?</i>	<i>Dry run completed?</i>	<i>Interim process for time entry determined?</i>	<i>Timesheet created?</i>	<i>Communication of timesheet changes planned?</i>	<i>Communication completed?</i>	<i>Dry run completed?</i>	
Auditor's Office	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	
BDS	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
BES	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No	
BHCD	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
BOEC	No	Yes	No	Not participating	N/A	N/A	N/A	N/A	N/A	
Cable	Yes	Yes	Yes	No						
City Attorney's Office	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Council Offices	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
Fire	Yes	Yes	No	Not participating	N/A	N/A	N/A	N/A	N/A	
FPD&R	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
Government Relations	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A	
Human Relations	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
OMF-Accounting	Yes	Yes	No	No	Yes	Yes	Yes	No	No	
OMF-BHR	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
OMF-BTS	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
OMF-Business Operations	Yes	Yes	No	No	Yes	Yes	Yes	No	No	
OMF-Financial Planning	N/A	N/A	N/A	N/A	Yes	No	No	No	No	
OMF-Purchases	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	
OMF-Revenue	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
OMF-Treasury	N/A	N/A	N/A	N/A	Yes	Yes	Yes	No	No	
ONI	N/A	N/A	N/A	N/A	No	Yes	Yes	No	No	
OSD	Yes	Yes	No	No	Yes	Yes	Yes	No	No	
Parks	No	Yes	No	No	No	No	No	No	No	
PBOT	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	
Planning	Yes	Yes	No	No	Yes	Yes	Yes	No	No	
POEM	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Police	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	
Water	Yes	Yes	No	No	Yes	Yes	Yes	No	No	

Bureau Readiness Dashboard

9-Apr	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
Issue Resolution																
Testing																
Timekeepers																
Business Process																
Data Conversion																
Interfaces																
Go Live Support																
	Completed/On Track - Green					Yellow - Some Risk					Red - High Risk					

General Comments:

1. Bureaus are waiting to find out about the resolution of their issues on the consolidated issues log.
2. Concern that some of the interfaces have not yet been tested.
3. Bureaus want to know what the work arounds are for items that will be post go live. They need communication about these.
4. Bureaus would like to know the post go live process for time and payroll so that they can plan their resources.
5. Interested in seeing a post go live support plan.

16-Apr	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
Issue Resolution																
Testing																
Timekeepers																
Business Process																
Data Conversion																
Interfaces	↑															
Go Live Support	↓															
	Completed/On Track - Green					Yellow - Some Risk					Red - High Risk					

General Comments:

1. Bureaus are eagerly awaiting training so they can learn the new processes.
2. Still waiting on the completion of some interfaces