



EBS PAC Meeting

Date: 4/30/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Issue Disposition

With help from the bureaus, the project has been able to resolve and close almost 200 issues over the past five weeks. Currently there are 20 open issues that need to be resolved. Some items have due dates that are closer to go live.

Validation for payroll parallel 3 begins next week, with meetings for those bureaus involved in PP3 taking place on Monday, Tuesday and Wednesday to review results and go over any issues. Bureaus are asked to report any issues with details as soon as possible so that the project team can begin working to resolve them.

- Remaining PP3 tasks
 - Validation 5/4 – 5/15
 - PP3 Issue Resolution 5/18 – 5/29
 - Cost object demonstration 5/18 – 5/29

HCM Support Plan

The HCM support plan will be similar to the support plan that the project put in place when we went live with FILO. Super users will be the first level of support for employees in the bureaus, and the project is putting together a list of contacts/super users that will be communicated to the bureaus prior to go live.

To support users at go live, project-staffed support centers will be set up so that timekeepers and employees with PA roles can do their initial entries in a support center. The schedule for these support centers will be posted on the project website and communicated to timekeepers.

The process for reporting and resolving paycheck errors is being finalized. The process details will be provided to timekeepers and employees in early June.

Accountability/Time Approval

Terri Williams, Rodney O'Dell, Jennifer Sims, Anna Kanwit and Eric Hofeld have been meeting to address the issues of supervisor sign off of time and official time records. The group reviewed some of the reports that will be available to both timekeepers and supervisors. These reports can be viewed for individuals or for groups and will show employees who have not entered time or who have exceeded working hours, employees who have working out of class hours, employees who have three or more consecutive sick leave absences, time sheet entries, evaluation errors, quota balances, and cumulative time evaluation results. They are working with the project to determine when in the time entry/evaluation process the review and/or sign off would occur.

Regarding official time records, the City does not want to limit itself to one official record; we would want all time tracking methods considered official. We do need to designate the FLSA workweek for all employees as FLSA requires that we have a record of the employee's assigned workweek. The default for all employees is Thursday to Wednesday, and this default works for most employees including 4/10s. For those employees who don't fit the default schedule, BHR is creating a standard form that can be used to record the employee's workweek.

Training for TM and PA

Training Level 2 courses for TM and PA will include new content as a result of questions raised in payroll testing and the timekeeper support centers. The project training team is registering those employees who are role mapped to TM or PA roles and will send registration confirmation notices to the employees. Registration information is posted on the project website.

- 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

Time Entry Readiness

Many bureaus will conduct a dry run for their new time entry process prior to the cutover from IBIS to SAP to ensure that their interim or new timesheets capture the information timekeepers will need to enter into the new system. Change Agents received a dry run checklist at their April 29 meeting.

- Interim time process
 - Dry run 5/14 – 5/27
 - Assessment 6/1 – 6/5

Dashboard

| 30-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 | | | | | |

- BHR has some process concerns. They are concerned that dates have not been set for training for the central functions.
- Parks is waiting to see the results of their PP3 validation. They have scheduled their time entry dry run for May 14 to evaluate their new business processes.
- BOEC will have more information after their PP3 validation.
- Fire is optimistic that they will go green on testing and issue resolution. They are still concerned about the post go live support that will be available.

FILO

PBOT has done a great job closing their temporary internal orders. There are still 23 temporary internal orders that need to be closed by the bureaus for year end.

The Accounting Division scheduled the year end kick off for Thursday, May 14, 2-3:30 pm. There will be changes in the way the closing processes take place, and this meeting will provide bureaus with information on how and when those changes take place. It will be critical that bureaus meet the year end deadlines. Operational staff as well as accounting managers should plan to attend this kick off so they understand the processes.

Next Meeting:

Thursday, May 7, 10:30 – noon, EBS West Conf. Room