



EBS PAC Meeting

Date: 5/14/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Parallel 3 Testing

- 62 reported issues
 - 36 resolved
 - 26 open
- Communicate issues as soon as possible
- Time entry questions tracked with Cons Issues Log
 - Some will change from question to reported issue
- Confirming time entry errors part of PP3 signoff
 - Confirm understanding of how to enter time
 - Confirm information has been communicated to timekeepers

Consolidated Issues Log

- Total issues: 226
 - Closed: 199
 - Open: 27
 - 8 requirements
 - 6 process
 - 5 post go live/with follow up communication
 - 4 communications
 - 2 RICEF
 - 2 break-fix/config
- Open PP3 bureau validation issues are being added

HCM Support Plan

- HCM Support Plan summary of components
 - Support Contacts (Super Users & additional bureau contacts) will be first level of support
 - OCM is confirming names with bureaus for TM, PA, ESS
 - Support Centers for initial SAP entry start 6/18
 - For both time and personnel action entry
 - Help Desk calls to Training team for incident documentation, routing; to HCM (or Tech) for resolution
 - Daily Agent/Sponsor calls start 6/18; Daily Support Contact calls start 6/19
 - Full instructions in Get Ready for Go Live meeting 6/16

Support Plan Communications

- Staff availability message to bureau managers by 5/19
 - Final IBIS payroll weekend of 6/13-6/14
 - Potential bureau need for SAP entry 6/20-6/21
 - First SAP payroll weekend of 6/27-6/28
- How to correct time entry errors after payroll - communication in process
- Paycheck error resolution process details in process; for 5/21 PAC and 5/27 CMT

Project Schedule

- PP3
 - Bureau Validation 5/4 – 5/15
 - PP3 Issue Resolution 5/18 – 5/29
 - Cost object demonstrations 5/18 – 5/29
- Training
 - Make up courses 4/27 – 5/1
 - Level 2 courses 5/4 – 5/26
- 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

Accountability/Time Approval

- Results of bureau survey on time approval
 - Current timekeeping process
 - Plans for interim time process
- Time Reviewer report function with ESS
 - PT_BAL00 and CATS_DA reports
- Fitting ESS Time Reviewer reporting function into time evaluation and payroll process and timeline

Bureau Readiness

- Training:
 - For Personnel Administrators and Timekeepers
 - Level 2 and Go-Live Support Center attendance required for system access
- Time entry improvement strategies
 - Confirm understanding of time entry errors part of testing signoff
 - Require review of course materials, job aids, Basic Reporting prior to training
 - Conduct management assessment of readiness
 - Conduct bureau-specific training or coaching
 - Start process for checking time entry from previous day

HCM Time Entry Readiness Report (handout)

HCM Dashboard (handout)

Next Meeting:

PAC Meeting – May 21

Joint ESC/PAC Meetings: May 28, and June 11

Schedule for May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 MAY	4	5	6	7	8	9
	PP3 Validation					
	Level 2 Training					
10	11	12	13	14	15	16
	PP3 Validation					
	Level 2 Training					
				Time Entry Dry Run		
17	18	19	20	21	22	23
	PP3 Issue Resolution					
	Level 2 Training					
	Cost Object Demos					
	Time Entry Dry Run					
24	25	26	27	28	29	30
	PP3 Issue Resolution					
	Level 2 Training					
	Cost Object Demos					
	Time Entry Dry Run					

Schedule for June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 JUNE	2	3	4	5	6
	Deadline for IBIS changes to HR/ Central Payroll					
	Time Entry Assessment					
7	8	9	10	11 Go Live Decision Final HR transactions in IBIS	12	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						
No PA Transactions into SAP				PA Entry Begins		
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.