



EBS PAC Meeting

Date: 6/4/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

Issue Disposition

PP3: 114 reported issues

- Closed: 102
- Open: 12

Consolidate Issues Log: 231

- Closed: 216
- Open: 15

- Team reviewing and resolving reported issues
- Moving remaining PP3 issues to Consolidated Issues Log; to publish 6/8 (expect a total of 22 open issues on Monday)

Kelley Dillenberger said the key issues at this moment are 1) final requirements for shift differentials; and 2) processing holidays.

Project Schedule

- PP3
 - PP3 Issue Resolution 5/18 – 5/29
- Training
 - ESS Training 6/1 – 6/5
 - ESS Time Reviewer 6/22 and 6/23 (schedule to be released)
 - OJTs, primarily for central roles All day courses for process owners
- Interim time process
 - Assessment 6/1 – 6/5 (bureaus making process improvements where needed)
- Cutover Activities 6/5 – 7/2
- Sponsor check in mtgs with bureaus Daily call ins from 4-5pm (begin June 18)
- Go-Live Decision (Joint ESC/PAC) 6/11

HCM Support Plan

Jane Braaten reported on what documents relating to cutover and go live support have been distributed to the bureaus.

- Distributed Support Contacts for each bureau and module – sent to Agents on 5/27
- Bureau staff availability to work weekends or days off – message sent 5/18
- Some bureau TKs required on site 6/13 – message sent to Agents 5/29 (collecting TK contacts for remaining bureaus to be on call on 6/13)
- Paycheck resolution process – sent 6/2 (we will provide more detail on 6/9 to TKs, cc Agents)
- Checklist for timekeepers on time entry error corrections – sent 6/2
- Schedules for required go live support sessions for timekeepers, personnel admin by 6/5

Cutover Tasks and Dates

Jen Flanagan reported on the cutover schedule.

- 6/8 OM conversion in SAP begins
- 6/10 Bureau validation of OM data in SAP
- 6/12, Friday Final time entry in IBIS ends at 5pm
- 6/13, Saturday Final payroll run in IBIS
- **6/14, Sunday – 6/17, Wednesday – SAP is not available, includes FILO**
- 6/14 Conversion of current IBIS employee data into SAP begins
- 6/16-17 Payroll, HR and Bureau validation of data in SAP
- 6/18-25 Time entry begins in SAP at 8am Thursday
Bureaus to correct time entry errors daily
Time entry locks at 5pm on 6/25
- 6/18-24 Personnel Actions entered in SAP
Bureaus must submit approved paperwork to HR early
PA actions lock at 5pm on 6/24
- 6/25 Benefits deductions complete in SAP
- 6/26 Last day for Central Bureaus to correct errors
- 7/2 First pay check in SAP

Cutover Plan

Jane Braaten reported some operational impacts as a result of the Cutover Plan from a management perspective.

- 6/5 deadline to submit EPANs effective 6/10 or earlier
- Ensure plans are in place to meet time entry deadlines on 6/12 and 6/25
- 6/24 deadline to submit personnel actions effective through BHR and into SAP for actions effective 6/11 or later
- Plan for work assignments during SAP downtime June 14-17

Bureau Readiness Activities

- Interim process dry run ended 5/27; assessment by 6/5 – feedback?

Overall comments were that it was useful and good to hear and address questions now instead of at go live.

Several bureaus said there is a learning curve for all the new time codes. Some specific bureau comments were:

- Parks – everyone turned in their timesheets
- Bus Ops – fine, issues resolved
- BDS – submitting electronic timesheets
- Revenue – Holiday pay doesn't show up (system knows its there)
- PBOT – enter lunch time and codes
- BTS – very useful –answered questions now instead of at go live

Time entry readiness checklist

Report Date: 06/04/09

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				
	Timesheets approved for TK input into SLP?	Communication of timesheet & process changes planned?	Communication completed?	Dry run completed?	Interim process for time entry determined?	Timesheet created?	Communication of timesheet & process changes planned?	Communication completed?	Dry run completed?
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	Yes
BES	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BHCD	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
BOEC	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
Cable	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
City Attorney's Office	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
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	Yes	Yes
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	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No
OMF-BHR	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-BTS	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Business Operations	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No
OMF-Financial Planning	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Purchases	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OMF-Revenue	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
OMF-Treasury	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No
ONI	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No
Parks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PBOT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Planning & Sustainability	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
POEM	Yes	Yes	Yes	Not participating	N/A	N/A	N/A	N/A	N/A
Police	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Water	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No

- BDS, PBOT are completing training: others are completing their assessment.

HCM Dashboard

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

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

General Comments:

- Bureaus are waiting for OJTs and better understanding of business processes before moving to green
- Bureaus are feeling more confident with go live and the support plan

Jennifer Sims confirmed that everyone indicated they will go green next week, except some yellows may remain for Water, BOEC, PBOT, and Fire. There are no showstoppers, or anything we can't go without.

Meeting Schedule

- 6/11 Joint ESC/PAC
- 6/18 No PAC mtg, starting daily Agent/Sponsor call ins (4-5pm)
- 7/2 PAC roundtable check in; no formal meeting; No ESC
- 7/9 Joint ESC/PAC

Return to Regular Schedule

- 7/23 PAC mtg
- 8/6 August ESC

Schedule for June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 JUNE	2	3	4	5 Deadline for IBIS changes to HR/Central Payroll	6
Time Entry Assessment						
7	8	9	10	11 Go Live Decision 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 Data Conversion				SAP		
No PA Transactions into SAP				PA Entry Begins		
21	22	23	24	25	26	
SAP Time Entry						
PY Processing & Corrections						
28	29	30	1	2 PAY DAY (SAP)	3	4
PY Processing	PY run in SAP					

IBIS Time Entry completed by 5pm on 6/12.

PA actions completed by 5pm on 6/24

SAP Time Entry completed by 5pm on 6/25.