

# Meeting Notes

## Program Advisory Committee Meeting

Date: 4/14/11

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS Conference Room



### Discussion Topics

- System Patching - Information was provided on two options that EBS can take with regards to patching. Option one is to patch now. With this option configuration, testing and changes will continue. There may be some impact to our usual work, and there will be one week of downtime to the system with no changes going into production (5/5 through 5/12). Option two is to delay patch until Fall 2011 but we do delay patching must be done then. There was minimal patching done in the fall of 2010. We can continue to configure labor changes and do testing as usual with no risk to production.

The ESC reviewed the options and patching is now moving ahead. There is a contingency plan that if any event will extend downtimes or slow configuration / testing then patching will stop, the system will be restored with the back up copy and patching would then be delayed until Fall 2011. SRP has been refreshed and patched and testing has begun with parallel payroll and scripts.

- Prioritization for Change Requests– Discussion took place about process owners/Bureaus' by providing EBS with their prioritization of change requests when there are multiple high priority items in a bureau or process area. As an example Jane Kingston provided a handout for her area in financial services (handout attached). It was brought up that the PAC Sub Committee that met this month already discussed this issue and thought it was a great idea. The idea of our customers providing additional guidance within SAP areas would be beneficial to EBS so we can work more efficiently. It was brought up that we should consider if this requires any new resources or time in doing the extra step of a second level of prioritization. After discussion it was decided to proceed with this process.
- Prioritization for BOBJ - A proposal by EBS was present that the PAC and the PAC Sub Committee be the forums for prioritizing Business Objects requests. Discussion included that prioritization is needed because it can and will include non-SAP data used in reporting which expands the scope. There are shared resources in Bureaus that can be a constraint. Efficient use of resources should be considered to avoid duplication (Ex: Use enterprise approach -if it is valuable do it once across all Bureaus). There are different levels of prioritization: Availability of data and tool deployment to decide where to expand into what areas. (Ex: WEBI, Crystal reports, Excelcius for dashboards). Prioritize corporate report development (Ex: FM reports with procurement or HR). It was brought up that perhaps there should be a separate Sub Committee for this because some current members would not have the expertise in some areas. EBS requested that if that is what is preferred, then the delegate to the sub committee be empowered to make a decision in the meeting. It was discussed that there is more to this than just prioritization – it is effectively defining a strategy with Business Objects. The Sub Committee would then present to the PAC. It was decided to proceed with this approach and Jane Braaten will facilitate putting together a new Sub Committee.

### Reports and Updates

- Effective Use of SAP– It was reported that PBOT has completed their look at the finance area and next week will start looking at the timekeeping area.

- Change PAC Meeting schedule - It was decided to proceed with moving the PAC meetings to the 3rd Thursdays of every month starting in May 2011. The next meeting will be May 19<sup>th</sup> from 10:30 AM to Noon in the EBS Conference Room on the 14<sup>th</sup> floor of the Portland Building.
- Help Desk Tickets, Labor Agreements, Change Requests, New Functionality, and Roadmap - See presentation for information. ( Note that a page was added to the presentation showing the 33 current High Change Requests and that the new functionality of First Call is a high priority by the Mayor's office)

[PAC Presentation 4/14/11](#)

**EBS Change Requests for  
OMF Financial Services  
as of 3/24/2011**

Date Created	Item ID	Status	Type	Bureau	Section	Section Priority	Change Request Title	SAP Area	Priority (by EBS team)	EBS support team owner	Subitem Effective	Subitem Created	Subitem Type	Subitem Name	Subitem Text	Subitem Assignee
09/07/2010 1:30PM	439474	Referred	Change Request	OMF Financial Services	Payroll	1	Mailing List for Timetrip passes	BN - Benefits	High	Mark Schackart	11/4/2010	11/4/2010	Refer	City of Portland TrackIT Referral: EBS Change Request Form: Item 439474	Functional Spec created: BN-FTR-TriMet Mailing In SOLMAN BN/Business Processes/Reports Two minor outstanding issues concerning sending passes to employees on leave and the name format on the report output. One other issue requiring a change in City practice	Mark Schackart
11/10/2010 11:30AM	456370	Open	New Functionality	OMF Financial Services	Payroll	2	IT0377 - Miscellaneous Plans Conversion Program	BN - Benefits	High	Mark Schackart		1/5/2011	Edit		Item Edited, Status: Open	
11/10/2010 4:36PM	456543	Open	Change Request	OMF Financial Services	Payroll	3	Payroll Employee Reimbursement Process	PY - Payroll	High			1/5/2011	Edit		Item Edited, Status: Open	
03/08/2010 3:23PM	393567	Referred	Change Request	OMF Financial Services	Payroll	4	PERS Year-end Reconciliation Report	PY - Payroll	High	Amy Cornell		3/9/2010	Edit		Item Edited, Status: Open	
03/25/2010 11:36AM	398357	Open	Change Request	OMF Financial Services	Payroll	5	Payroll Clearing Account & Payroll Check Register	PY - Payroll	High	Amy Cornell		4/8/2010	Edit		Item Edited, Status: Open	
04/09/2010 10:03AM	402414	Referred	Change Request	OMF	Payroll	6	Paperless pay advices and other employee payroll processes	EBS - Employee Service	High	Sue Campbell	9/20/2010	9/20/2010	Refer	City of Portland TrackIT Referral: EBS Change Request Form: Item 402414	Move W-4, personal information and bank details functionality out from "behind" time entry link. Employee-submitted changes to W-4 need to be checked against IT0161. If a valid IT0161 exists, no changes to W-4 allowed.	Robert Green
10/28/2010 2:10PM	453385	Open	Change Request	OMF Financial Services	Payroll	7	Special Authorization Group Payroll	GO - Controlling	Medium			11/8/2010	Edit		Item Edited, Status: Open	
03/08/2010 3:10PM	393564	Referred	Change Request	OMF Financial Services	Quality Assurance	1	AP Report Enhancement	AP - Accounts Payable	High	Anne Hawley	11/2/2010	11/2/2010	Note	City of Portland TrackIT Note: EBS Change Request Form: Item 393564	Transferring this note from duplicate ticket 438287 Additional data: DRP 100 and DRP 200 lack the correct Vendor Classification. Research suggests that this setting is made in a transaction, and not in config: CL02. Still researching how to establish	
01/28/2011 12:17PM	473728	Open	Change Request	OMF Financial Services	Quality Assurance	2	IRS Mandated 3% Vendor Withholding	AP - Accounts Payable	New							
09/03/2010 2:53PM	438891	Referred Closed 3/22/2011	Change Request	OMF Financial Services	Quality Assurance	3	Vendor Search Enhancement - Part 2	AP - Accounts Payable	Medium	Anne Hawley	10/5/2010	10/5/2010	Refer	City of Portland TrackIT Referral: EBS Change Request Form:	Hi Pat - I haven't had time to prep the functional spec yet. Can you review the proposed solution then let me know if anything differs from you notes from our	Patrick Scarpelli
04/01/2010 2:09PM	400518	Referred	Change Request	OMF Financial Services	Quality Assurance	4	AP Report Enhancement - No PDF Attachment	AP - Accounts Payable	High	Anne Hawley	12/7/2010	12/7/2010	Refer	City of Portland TrackIT Referral: EBS Change	I've updated the functional spec here: AP-FTR-Enhanced ALV Vendor Listing Report and put it in Ready for Review status.	Patrick Scarpelli
01/28/2011 11:53AM	473717	Open	Change Request	OMF Financial Services	Quality Assurance	5	Revise Bank Name on Face of AP Checks	AP - Accounts Payable	New							