Meeting Notes

Program Advisory Committee Meeting

Date: 5/19/11
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS Conference Room

Discussion Topics

Employee Self Service

A status report was given on ESS. It was pointed out that 19% of City employees have ESS. Current functionality includes time entry, earnings statements, leave balances, personal and contact information updates, and bank details for direct deposit. The next steps include expanding it to all city employees, expand functionality to include multiple phone numbers and email addresses, view only of timesheets and leave balances for non-time entry employees. This is in line with the Mayor's initiative for contacting employees for emergencies. It was also noted that the ability to update W4's can be added in the future. Since ESS is web based portal we can add links to any other parts of Portland On Line or other relevant sites such as Deferred Comp.

There are two recommendations to the ESC that the PAC was asked to consider with regard to ESS. The first is to go forward with the standardized ESS view. This would give a standardized view to all employees and reduce role and system management. There is some concern from bureaus with timesheet display for non-time entry employees and leave balance display. Employees need to know that data is 'real-time' and shows what data is in SAP at a point in time. For example: time data will not be complete at some timed during the time cycle and leave balances are 'real-time' for the data that has been input. Communication also needs to be made that timesheet in SAP is not the exact schedule of hours worked for some employees. The second recommendation for ESS is to have multiple views. This will delay deployment, create future challenges in managing roles, and increased complexity managing the system.

EBS staff has recommended that we deploy with a standard employee view and work with a pilot bureau. PBOT has volunteered to be the Pilot Bureau who EBS will work intensive with and adapt our training and communications. EBS would then deploy to the rest of the city with applying the lessons learned from the Pilot Bureau.

Regarding the timeline, EBS responded that testing was expected to be done June 10th and plan to be ready for the Pilot to start at that time. The PAC decided to recommend to pilot with the single view to the ESC.

BOBJ Prioritization

See the presentation materials for a brief overview of BOBJ vs SAP reports and where we are today.

Report from the BOBJ PAC Sub Committee

Jane Braaten reported out results of the committee meeting including the committee charge, business strategy the committee is using and the next steps.

The committee recommended the top five business areas to the PAC as:
1. Payroll
2. Time management
3. Controlling
4. Supply chain

5. Grants management

The PAC approved the Business strategy proposed by the Sub Committee and the top 5 business areas mentioned above. The EBS team will blueprint the business requirements for CO & PY since Time Mgmt is constrained and there appears to be questions about what data is in each of these areas.

Reports/Updates
  Report from the PAC Sub Committee on Effective Use of SAP
   This topic was postponed to the next PAC meeting

EBS Status
    See the presentation for the details of the EBS status

    PAC Presentation 5/19/11