

# Meeting Notes

## Program Advisory Committee Meeting

Date: 7/21/11

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS Conference Room



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**Attendees:** Rich Goward Jr., Bruce Theurer, Jane Braaten, Jim Hagerman, Fred Kowell, Elshad Hajiyev, Bob Del Gizzie, Andrew Scott, Anna Kanwit, Tom Schneider, Terri Williams, Sarah Landis, Jane Kingston, Christine Moody, Amy Tuttle.

### Discussion Topics

#### Effective use of SAP

A report was given by Jane Braaten and a discussion on the action items took place with the intention of having the PAC identify the next steps for resource-intensive Bureau assistance. After some discussion, the following steps were agreed upon:

- Training- Bureaus should review employees, their assigned roles, and compare training taken with training required for roles. Bureaus should have their employees sign up for needed SAP training.
- Role mapping- EBS will produce a report on roles by employee. PAC members will sign off once a year that information is correct. EBS will pass on to the Business Owners for their review
- Business Process Review- . Procure to Pay processes will need more discussion with Rich, Jack, Christine Moody and Jane B. Time Approval processes is underway with a sub-team led by Tom Schneider.
- Conceptual Overviews- EBS will address this issue in the training plan to be submitted to the PAC at the September PAC meeting.
- ESS Time Entry/ MSS Time Approval- Discussion took place on if we really need to drive the current ESS 19% usage any higher. It was mentioned that it would be a relief on the burden of the timekeepers. PAC and Bureaus to champion the development and use of MSS. EBS will report the ESS usage by bureau to the PAC.
- Super User Confirmation- EBS will include this in the training plan.

It was noted that the above items are not prioritized in order.

#### ESS- Next release

End user testing and signoff will take place 7/27/11 then into production environment at which time changes will be seen by current ESS users 7/29/11. PBOT Pilot for non-time entry users starts 8/1 though 9/14 to help resolves issues to make future deployments smoother. Deployment will then be to the rest of the city.

#### MSS

MMS deployment scheduled in 4 phases with a begin date of 8/1/11 and final phase ending mid FY 2013. The 4 phases were developed due to the complexity of this project. See power point presentation for details.

#### Time Approval

Tom reported on the progress of the sub-committee to address the Moss Adams audit regarding managerial time approval of information in SAP. The non-review by supervisors causes automatic pay checks to be generated that may be wrong. There is a committee that is gathering documentation on a process and will update the PAC at the next meeting.

**ACL Direct Link**

This topic was not fully discussed due to not enough time. It was mentioned that the ESC has approved this. EBS realizes that this topic was presented to the ESC first instead of the PAC which was out of sequence. It was pointed out that this software is not just for use by the Auditor's office but Bureaus would need to purchase a license for it. See presentation for details on project background, business benefits and details.

**EBS Status**

See the presentation for the details of the EBS status on Change requests, Road map, Altiris tickets and new functionality.

[PAC Presentation 7/21/11](#)