



Time/Payroll Re-Implementation Roadmap

January 9, 2013



High Level Timeline



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ									
MONTH				December-12				January-13				February-13				March-13				April-13				May-13				June-13				July												
START - MONDAY				12/9	###	###	###	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14									
WEEK#:				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32									
Area	Blueprint				REALIZATION (Build & Test)												Integration testing								Go Live Support																			
Milestones	12/26 Blueprint																03/15 Config and Dev				5/13 Go-live				7/05: Post go-live																			
Systems													IT		PC1		PC2														PAR1													
HR	Blueprint				Config and Development & Unit test												F+R Test				PAR1		PAR2		UAT		Cut Over		Support															
Training													TBD																															
Other													Overtime Reclaim Initiative																															

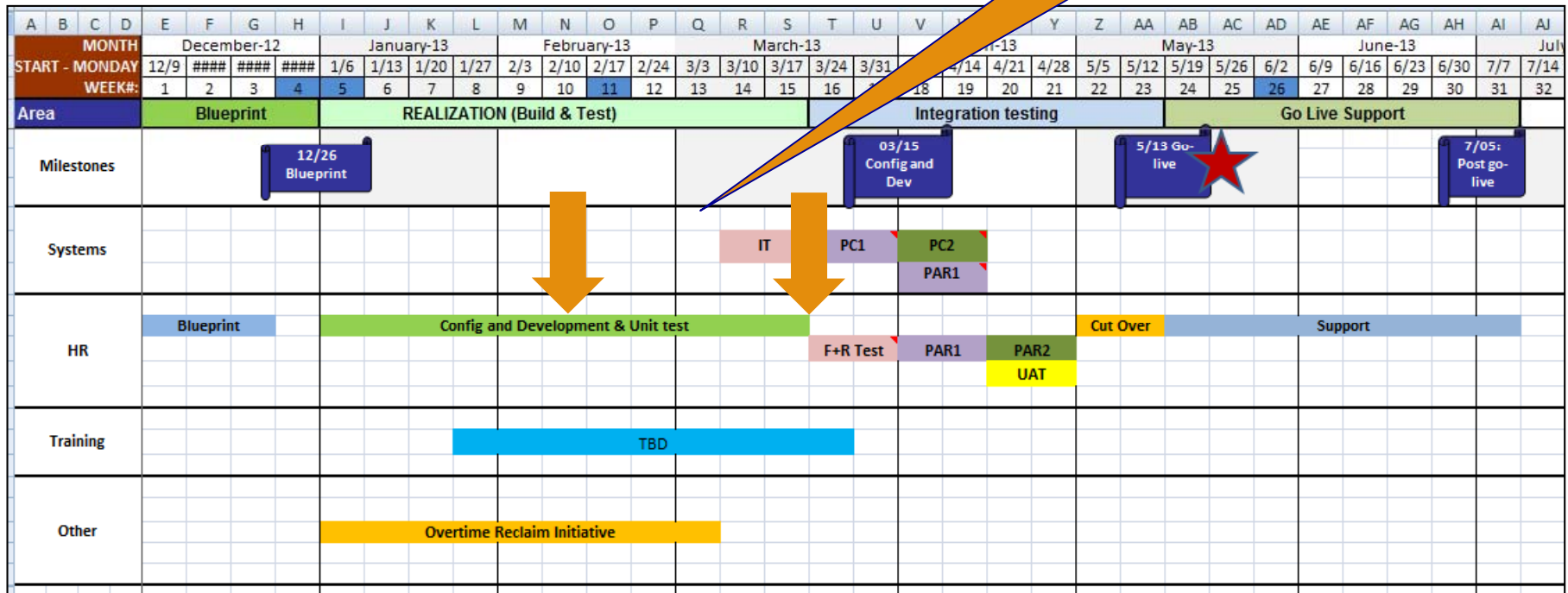


Test Cycles



- Testing strategy
 1. Build and Unit testing, write test cases
 2. Functional Requirements Test
 3. Parallel Test 1
 4. Parallel Test 2 and UAT testing

Unit testing done by EPI-USE. Writing of test cases with help of BHR en EBS.



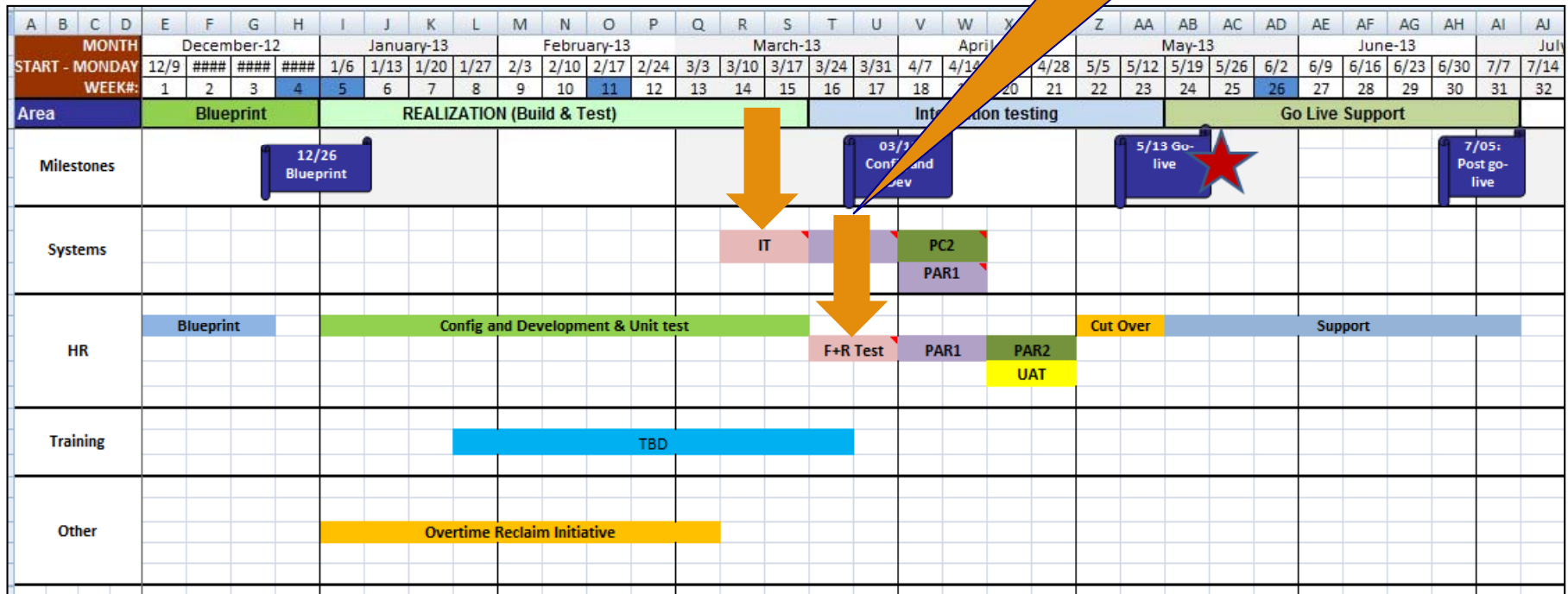


Test Cycles



- Testing strategy
 1. Build and Unit testing, write test cases
 2. Functional Requirements Test
 3. Parallel Test 1
 4. Parallel Test 2 and UAT testing

Functional and Regression testing done by EPI-USE, BHR, EBS. Based on formal test scripts.



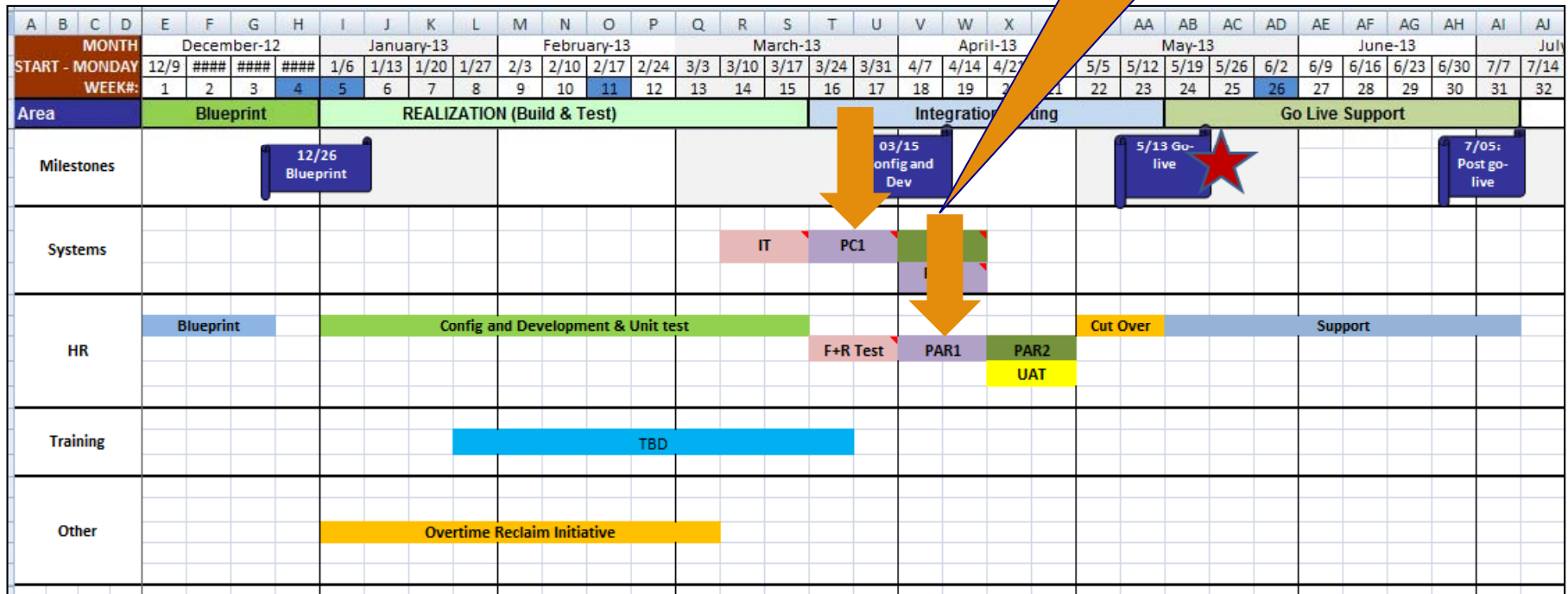


Test Cycles



- Testing strategy
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Parallel testing done by EPI-USE, BHR, EBS.



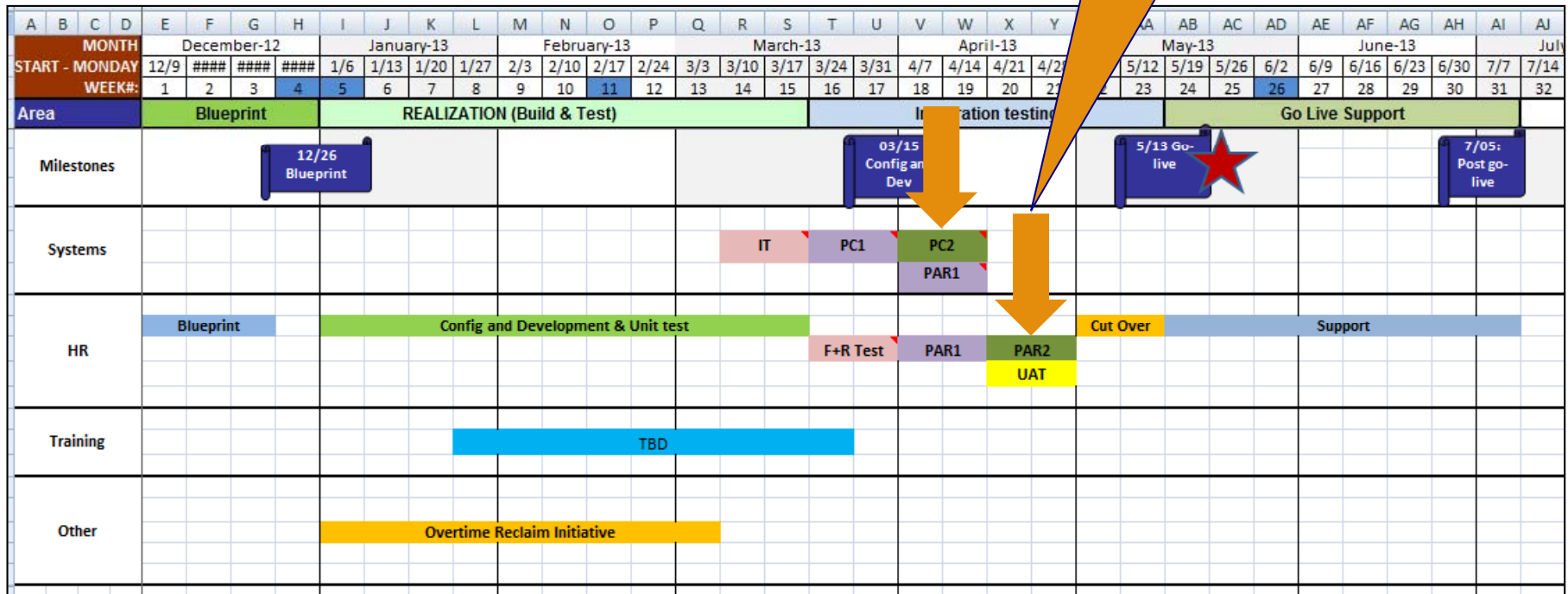


Test Cycles



- Testing strategy
 1. Build and Unit testing, write test cases
 2. Functional Requirements Test
 3. Parallel Test 1
 4. Parallel Test 2 and UAT testing

UAT testing done by BHR, EBS.





DESIGN IMPROVEMENTS



Design Improvements - Goals



1. Improve usability of the current time system
2. Resolve current open tickets with EBS
3. Reduce the effort of troubleshooting and resolving system issues going forward



Design Improvements



1. Use of standard SAP CATS Timesheet Validations
2. Premium use on timesheet re-design
3. Holiday Pay on the timesheet
4. Timesheet information display
5. Use of the OC field on the timesheet
6. Entering of time without unpaid breaks
7. Schema re-design and defect resolution

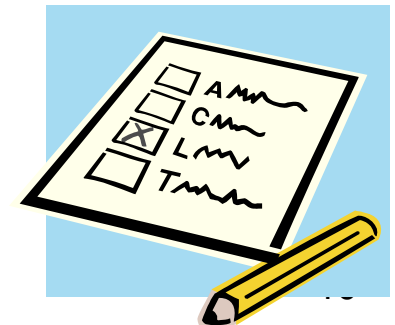




Design Improvement – CATS Validations



- AS-IS
 - A number of validations are done during time evaluation and the timekeeper needs to wait for time evaluation to run before errors are produced.
- TO-BE
 - Perform more validations on the timesheet instead of during time evaluation to provide immediate feedback to the timekeeper on saving the timesheet.
- Benefit
 - Reduce errors during time entry, no need to wait until time evaluation runs.

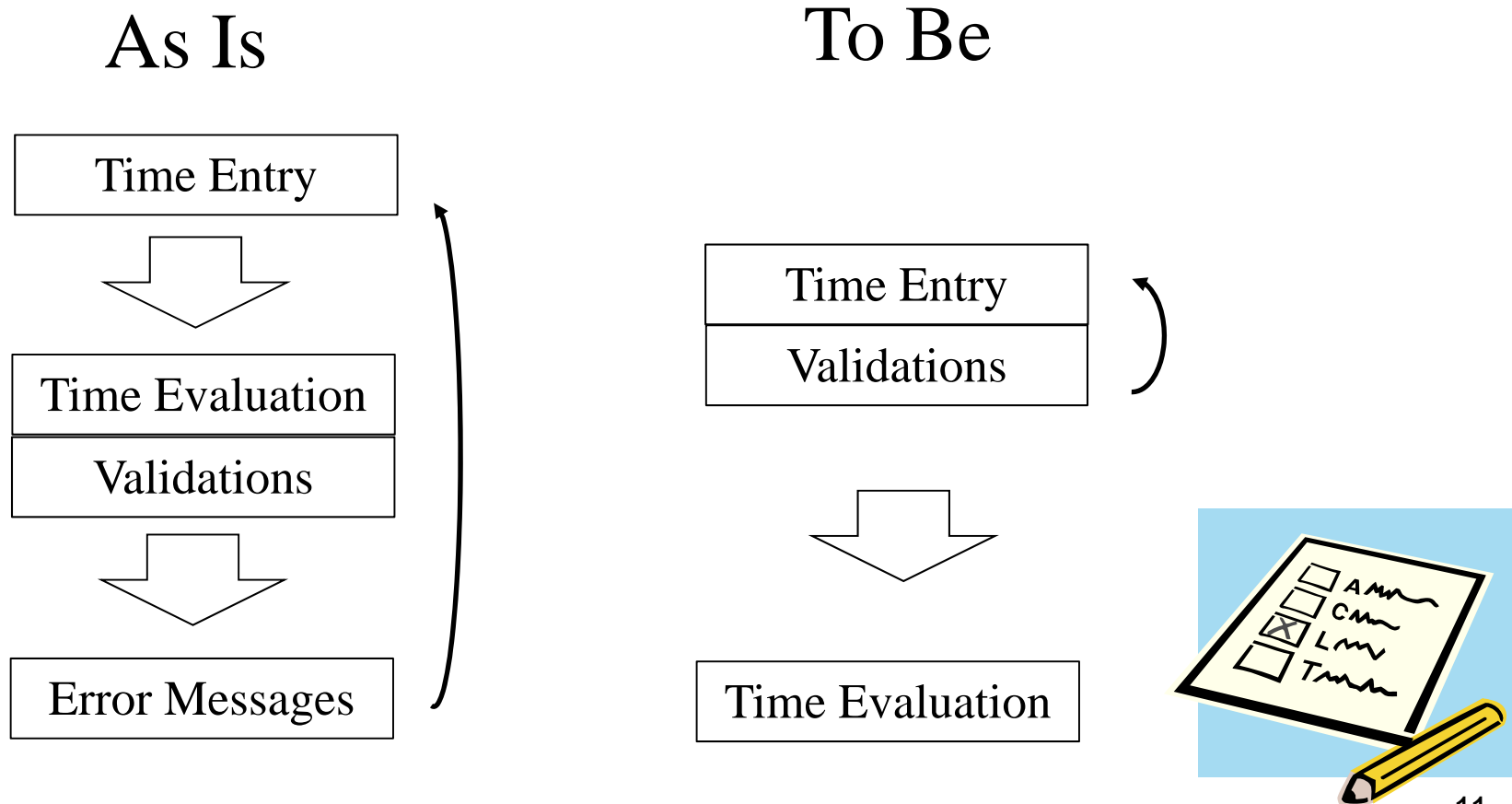




Design Improvement – CATS Validations



- Design improvement – CATS validations

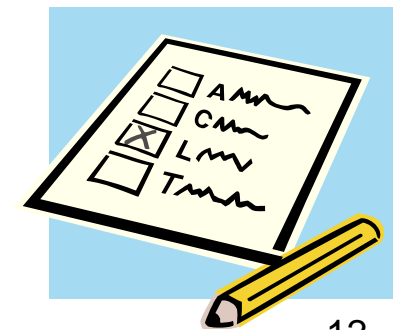




Design Improvement – CATS Validations



- Example 1:
- Code
 - “DSCK – Sick Dependent care”
 - As-Is, this code is allowed even if there is not enough sick dependent care available
 - To-Be, this code will not be allowed and the timekeeper will be notified if the balance will be reduced below 0.

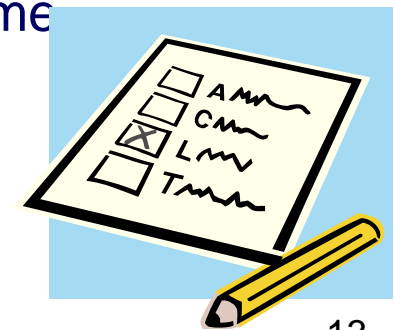




Design Improvement – CATS Validations



- Example 2:
- Codes
 - “0ROC – Regular Overtime – Comp”,
 - “0ROP – Regular Overtime – Paid”can not be maintained during scheduled time
- As-Is, Time Evaluation generates error message when these pay codes are keyed during scheduled time.
- To Be, validations will be performed during user input on the time sheet to disallow the entries during working time





Design Improvement - Premiums



- AS-IS
 - Only one premium is allowed at any given time, timekeepers have a need to enter more than one premium at a given time.
- TO-BE
 - The standard SAP Premium field on the timesheet will be used to allow for one additional premium to be entered on the timesheet
- Benefit
 - Timekeepers can enter 2 premiums at the same time.



Design Improvement - Premiums



As-Is

- Only allow for one premium at a time

Att	Desc	Prem	O/C	Hours	ST	ET
5CLP	Crew lead			8	8:00	16:00

As-Is. Attendance type
Indicates the premium



Design Improvement - Premiums



To-Be

- Allow for two combinations of premiums

Att	Desc	Prem	O/C	Hours	ST	ET
5CLP	Crew lead	01		8	8:00	16:00

To-Be. The premium field will be used to indicate premiums in addition to the attendances.

- 01- Flow Boy Dr
- 02 - Grinder
- 03 - Fuel Truck
- 04 - Handheld.



Design Improvement – Holiday Pay



- AS-IS
 - Holiday is not visible on the timesheet and is generated during time evaluation.
- TO-BE
 - Default the holidays onto the timesheet so that timekeepers can view the holidays during time entry
- Benefit
 - More visibility into the employees pay, able to validate the timesheet with the holiday as well as allowing for direct assignment of comp time or holiday deferral.



Design Improvement – Holiday Pay



As-Is

- Holiday not visible on the timesheet
- Timekeeper need to enter additional attendance to defer holiday
- Timesheet seems incomplete

Att	Desc	O/C	Mo	ST	ET	Tue	ST	ET	We	ST	ET	Thu	ST	ET	Fri	ST	ET	Total
5CLP	Crew lead					8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	32.00



Design Improvement – Holiday Pay



To-Be

- Holidays will be pre-populated on the timesheet before time entry according to business rules
- Increase visibility on time entry
- Allow for upfront validations to ensure time entry conforms to the city business rules

Att	Desc	O/C	Mo	ST	ET	Tue	ST	ET	We	ST	ET	Thu	ST	ET	Fri	ST	ET	Total
5HOL	Holiday		8															8
5CLP	Crew lead					8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	32
																		40



Design Improvement – Holiday Pay



To-Be

- Allow timekeepers to enter holiday deferral

Att	Desc	O/C	Mo	ST	ET	Tue	ST	ET	We	ST	ET	Thu	ST	ET	Fri	ST	ET	Total
5HOL	Holiday	01	8															8
5CLP	Crew lead	01- Compl/Defer 02-With Notice 03-With Notice Cor	8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	8	8:00	16:00	40
																		48

To-Be. OC field Indicates Deferral



Design Improvement – Timesheet display



- AS-IS
 - The timesheet does not show employee’s quota balances, assignment or other useful information
- TO-BE
 - Display more information on the timesheet to the timekeeper that is useful during time entry such as the vacation/sick balance and switches
- Benefit
 - Avoid the need for timekeepers from navigating away from the timesheet in order to check the vacation balances or other information.



Design Improvement – Timesheet display



As-Is

- Very few useful information of the employee is displayed

Time Sheet: Data Entry View

Personnel Number 9811... David ... Cost Ctr WAMC000015 Maint & ...

Data Entry Period 03.01.2013 - 16.01.2013

The screenshot shows a software interface for entering time sheet data. It features a title bar, a toolbar with various icons, and a data entry form with fields for Personnel Number, Name, Cost Center, and Data Entry Period.



Design Improvement – Timesheet display



To-Be

- Increase the usability of the timesheet for end users.
- Show employee characteristics as well as quota balances on the timesheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M
Per Nr	12345	Name	ANN JACOB	PA	1020	PSA	3050	ESG	01				
Quota Bal	Vac	40	Sick	80	Pers	10	Comp	8	Pos	MAIL SERVICES OPERATOR/	WSR	8 hour 5 day 2nd Shift	
Data Entry Period	10/1/2011 - 10/07/2011				Switc	Stand By Reg Hours							



Design Improvement – OC Field



- AS-IS
 - Attendance types are duplicated for election for comp vs. pay if overtime is applicable
- TO-BE
 - Use the O/C field on the timesheet in combination to the attendance type for indicating comp time for overtime selection
- Benefit
 - Reduce attendance types and use the SAP standard field for comp time selection



Design Improvement – OC Field



As-Is

- Attendance type indicates the comp/pay option

Att	Desc	O/C	Hours	ST	ET
OHWC	Hours Worked OT Comp		8	8:00	16:00

As-Is. Attendance type
Indicates Comp Time



Design Improvement – OC Field



To-Be

- O/C field indicates the comp/pay option

Att	Desc	O/C	Hours	ST	ET
OHWP	Hours Worked	1- Comp/De	8	8:00	16:00

To-Be. OC field
Indicates Comp Time

1- Comp/De
- Default OT
1- Comp/Defer
2-With Notice
3-With Notice Cc



Design Improvement - Breaks



- AS-IS
 - Time is entered and lunch breaks need to be considered. Timekeepers need to split up time records for unpaid breaks.
- TO-BE
 - Timekeepers do not have to split up records for unpaid breaks. When an employee works during an unpaid break and need to be paid for the break the timekeeper will enter a paid break.
- Benefit
 - Timekeepers can enter time without having to break up entries for unpaid breaks. This will reduce time spent on time entry



Design Improvement - Breaks



As-Is

- Split lines for lunch breaks

<i>Att</i>	<i>Desc</i>	<i>Prem</i>	<i>O/C</i>	<i>HRS</i>	<i>ST</i>	<i>ET</i>
8WSP	Wrk As Supervisor			4	8:00	12:00
8WSP	Wrk As Supervisor			4	13:00	17:00



Design Improvement - Breaks



To-Be

- Don't split lines for lunch breaks

<i>Att</i>	<i>Desc</i>	<i>Prem</i>	<i>O/C</i>	<i>HRS</i>	<i>ST</i>	<i>ET</i>
8WSP	Wrk As Supervisor			8	8:00	17:00



Re-Organize Schema – Open Tickets

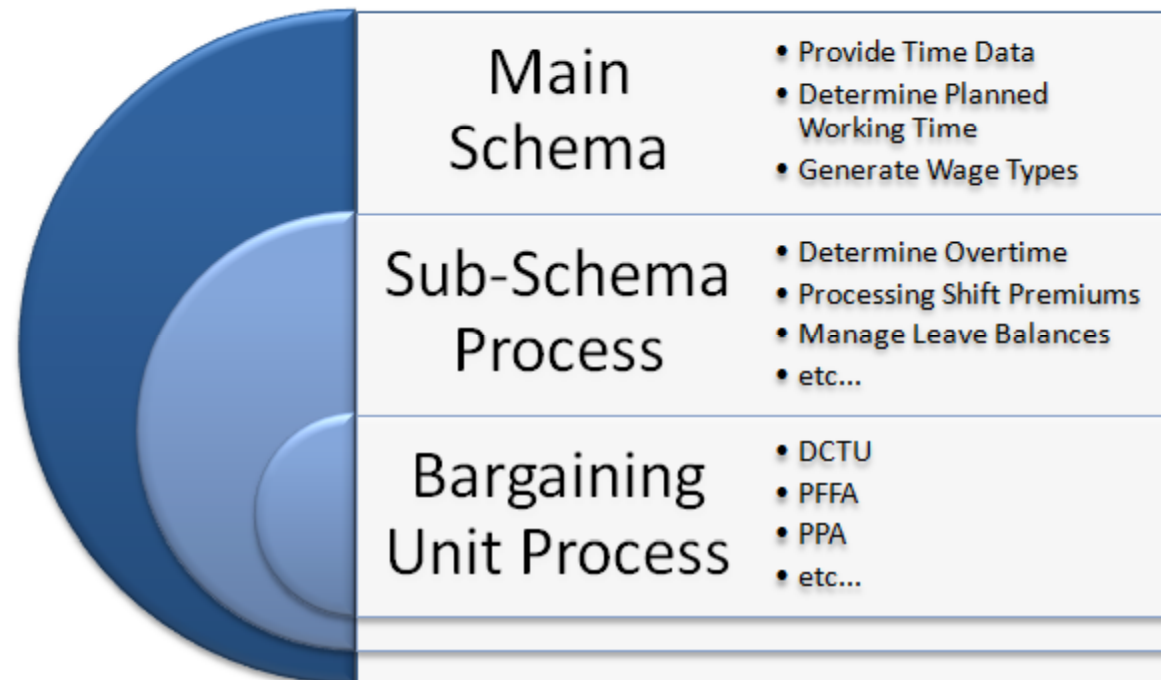


- AS-IS
 - The time schema has become difficult to maintain, as a result many open defects are not being addressed.
- TO-BE
 - A schema re-organization will be done so that it is more logical and maintainable. In the process many of the open tickets will be addressed
- Benefit
 - Defects will be resolved that have been open for a long time. Future defects will be easier to identify and troubleshoot



Schema Re-organization

- Improve stability and usability
- Resolve most open tickets in regards to
 - Overtime
 - Premiums
 - Quotas





Schema Re-organization



Before	After
Generating Wage types in "Schema Programs"	Moving to table configuration for most wage type generations
Process using Absence codes and Attendances Codes	Evaluating using SAP time evaluation classes, processing types, and SAP groupings.
Rules indicated by IT2012 Switch	Rules automatically coded in schema by Job Class and Enterprise structure
Regular overtime rules not working correctly for 9x80 employees	New overtime solution for 9x80 Work schedules
Patched Logic and programming	Restructured Schemas, New Schemas for overtime calculations
41600 Lines of code	10000~20000 Lines, with improved runtime performance



Questions?



Thank you!