



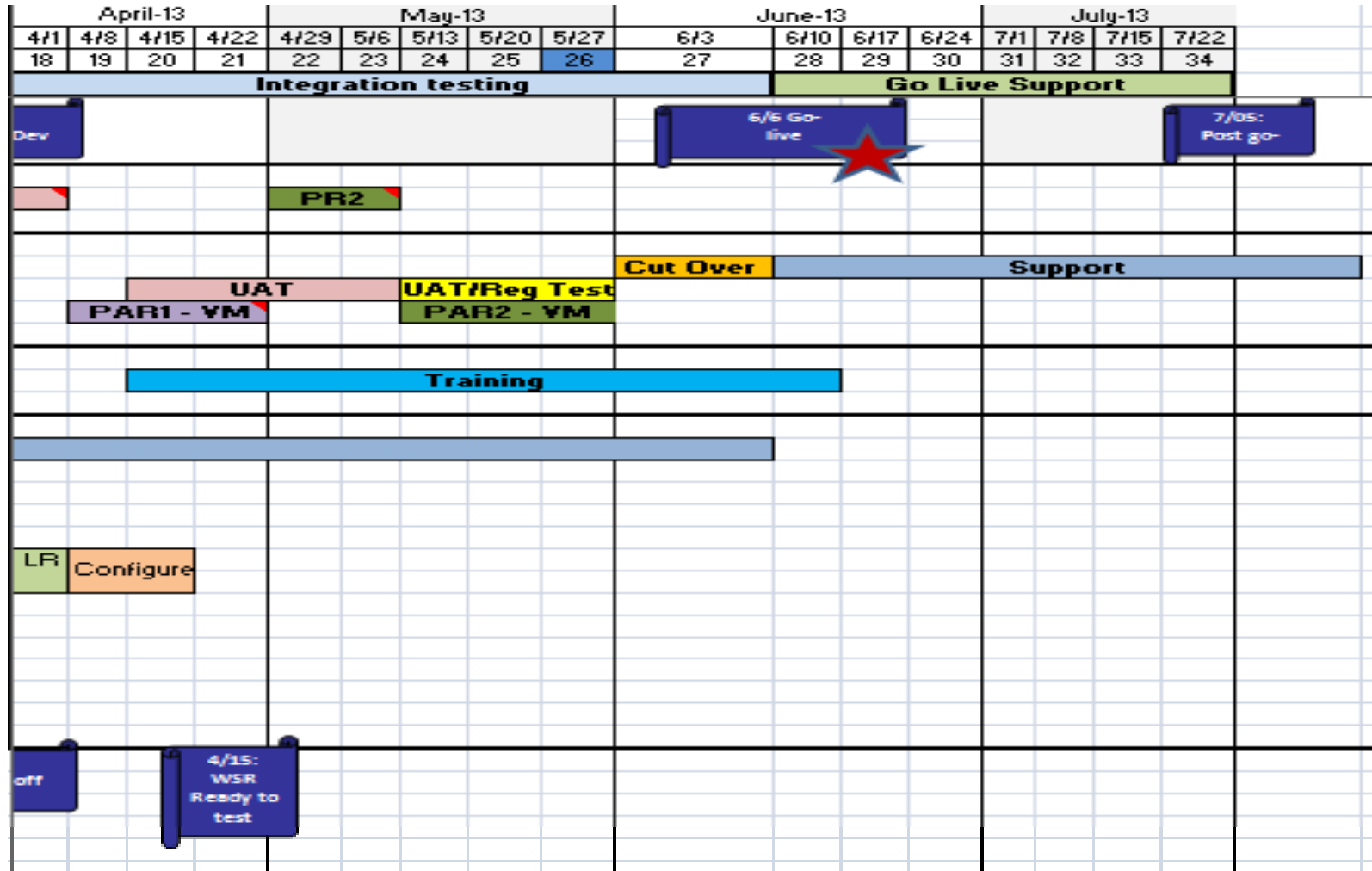
SAP TIME MANAGEMENT REDESIGN PROJECT MEETING

04/10/2013

(UAT) USER ACCEPTANCE TESTING



UAT - Timeline





UAT – Testing Period



- Testing Period is 4 weeks **(Monday 04/15/13 – Friday 05/10/13)**
 - **UAT Testing Calendar** – *includes available testing dates & times*

Bureau	Estimated Testing Time Required
BDS	3.50 Hours
BES	5.00 Hours
BHR	120.50 Hours
BOEC	20.25 Hours
BTS	5.00 Hours
Fire	22.25 Hours
Parks	2.00 Hours
PBOT	11.00 Hours
PPA	18.75 Hours
Water	5.50 Hours

- **Email DeAnn Kamish** *as soon as possible* to secure your testing times.

There are only 16 computers in the classroom, so testing sign up will be on a first come, first serve basis.



UAT – Testing Period



UAT TESTING CALENDAR					
	Monday	Tuesday	Wednesday	Thursday	Friday
Apr 8 - Apr 12	8-Apr	9-Apr	10-Apr Kick-Off - Testing Extended Team Meeting	11-Apr	12-Apr
Apr 15 - Apr 19	15-Apr 08:00am - 3:00pm 7 hrs	16-Apr 08:00am - 12:00pm 4 hrs	17-Apr 12:30pm - 5:00pm 4.5 hrs	18-Apr 08:00am - 12:00pm 4 hrs	19-Apr 08:00am - 5:00pm 9 hrs
Apr 22 - Apr 26	22-Apr 08:00am - 12:00pm 4 hrs	23-Apr 08:00am - 12:00pm 4 hrs	24-Apr 10:00am - 5:00pm 7 hrs	25-Apr 0 hours	26-Apr 12:30pm - 5:00pm 4.5 hrs
Apr 29 - May 3	29-Apr 12:30pm - 3:00pm 2.5 hrs	30-Apr 08:00am - 5:00pm 9 hrs	1-May 12:30pm - 5:00pm 4.5 hrs	2-May 08:00am - 5:00pm 9 hrs	3-May 08:00am - 5:00pm 9 hrs
May 6 - May 10	6-May 08:00am - 5:00pm 9 hrs	7-May 08:00am - 5:00pm 9 hrs	8-May 10:00am - 5:00pm 7 hrs	9-May 12:30pm - 5:00pm 4.5 hrs	10-May 08:00am - 5:00pm 9 hrs



UAT - Testing



- Defect Testing needs to be completed prior to any integration test scripts that have been submitted.
 - If you have completed your defect testing scripts and would like to do some additional testing, please document (using the scenario template form available on the shared BRReview\$ drive) what is being tested and the results.
 - Any Defects that fail, will be fixed by the consultants and need to be retested. The retesting period will be from Monday 05/13/13 – 05/31/13. *If any are fixed prior to that period – they can be tested.*
 - If your bureau is not involved in the defect testing, and you would like to participate in the integration/retesting period Monday 05/13/13 – 05/31/13, you will need to document (using the scenario template form available on the shared BRReview\$ drive) what is being tested and the results.



UAT – Testing Process



- A Testing Log sheet will be provided to each tester for each testing session to track which tests were tested and status. You will need to include your name, bureau, date & time testing. This will be turned in at the end of each testing session.
- Each tester will log into their own computer in the training room and access the shared drive //hr-nas/BRReview\$
- You will select the Testing document from the folder for your Bureau to test each scenario
- You will be provided with the testing SAP Login instructions when you arrive for testing.



UAT – Testing Process



- Defect Testing Process
 - Enter time per the scenario
 - Request Time Evaluation & Payroll Simulation (EBS will run these)
 - Provide PERNR & Specific Dates
 - Review Results via PT_BAL00, CATS_DA, PT50, payroll simulation results – whichever are appropriate for the test being performed.
 - In Scenario Template – Enter PASS or FAIL.
 - If a test has failed, provide printouts of the entry & results with an explanation of the specific issue.
(a printer has been installed in the testing room for this project)
- When each scenario template has been completed, please add the Ticket or Pain Point # tested, Test Results (PASS/FAIL), and your initials on your individual testing log sheet.



UAT – Testing Process



- EBS staff will be available to assist for testing questions and if employee's need to be set up with specific requirements on certain dates, such as:
 - Holiday – the holiday program will need to be manually run for the testing period. (After go-live, it will run automatically 2 weeks prior to the holiday)
 - Personnel actions – if you need employee personnel actions, such as separation or rehire.
 - Quota adjustments – if you need quotas added or removed from employee quota banks
 - FMLA requisition # - if you need an FMLA claim to be set up
 - Switch entries that CTA's process, such as SPTH, SHOL, SCIT, SECS, etc.



UAT – Tools



- Tools will be provided for reference, such as:
 - Business Process/instructions
 - Working out of Class
 - Premiums
 - O/C Field
 - Timesheet Validation
 - Holiday
 - Redesign Testing Tool
 - 2013 Payroll Calendar



UAT – Tools: Compensatory Time



SAP Time Management Redesign Business Process

1. Time Entry – Compensatory Time

Step	Description	
1.	Compensatory Time	In this example the employee is working OT and would like to comp the OT hours.
2.	Enter transaction CAT2	
3.	Enter date and Personnel Number	
4.	In a/a column enter OHWP	
5.	Enter OHWP in the a/a column. In the O/C field enter the comp code.	
6.	Enter amount of hours that the employee worked	
7.	Save time entry	



UAT – Tools: Premiums



SAP Time Management Redesign Business Process

1. Time Entry - Premiums

Step	Description																									
1.	Premiums	In this example the employee is working as a crew lead and needs to be paid for as such.																								
2.	Enter transaction CAT2																									
3.	Enter date and Personnel Number																									
4.	In a/a column enter OHWP	<p>The screenshot shows a 'Data Entry Area' with columns: LT, R, R.., R.., R A/A..., OC, Val. b..., P, P... The 'R A/A...' column contains the text 'OHWP'.</p>																								
5.	To pay premium: In the Premium Number field enter the premium number. You can enter the premium number in the field or you can use the drop down list and choose the premium.	<p>The screenshot shows a 'Data Entry Area' with columns: LT, R, R.., R.., R A/A..., OC, Val. b..., P, P... The 'R A/A...' column contains 'OHWP' and the 'P' column contains '1A'. Below the entry area is a dropdown list:</p> <table border="1"> <thead> <tr> <th>Prem. n.</th> <th>ID</th> <th>Premium text</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>0001</td> <td>Crew Lead</td> </tr> <tr> <td>1B</td> <td>0001</td> <td>High Work 15</td> </tr> <tr> <td>1C</td> <td>0001</td> <td>Arc Flash</td> </tr> <tr> <td>1D</td> <td>0001</td> <td>Compressor Operator</td> </tr> <tr> <td>1E</td> <td>0001</td> <td>Emergency Repair</td> </tr> <tr> <td>1F</td> <td>0001</td> <td>Fuel Truck</td> </tr> <tr> <td>1G</td> <td>0001</td> <td>Grinder</td> </tr> </tbody> </table>	Prem. n.	ID	Premium text	1A	0001	Crew Lead	1B	0001	High Work 15	1C	0001	Arc Flash	1D	0001	Compressor Operator	1E	0001	Emergency Repair	1F	0001	Fuel Truck	1G	0001	Grinder
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UAT – Tools: Premiums



SAP Time Management Redesign Business Process

6.	Enter amount of hours that the employee worked the premium.	<p>Data Entry Area</p> <table border="1"> <thead> <tr> <th>LT</th> <th>R</th> <th>R..</th> <th>R..</th> <th>R</th> <th>A/A..</th> <th>OC</th> <th>Val. b...</th> <th>P</th> <th>P..</th> <th>Job</th> <th>E</th> <th>Total</th> <th>FR ...</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>OHWP</td> <td></td> <td></td> <td></td> <td>1A</td> <td></td> <td></td> <td></td> <td>1</td> <td>15:00</td> <td>16:00</td> </tr> </tbody> </table>	LT	R	R..	R..	R	A/A..	OC	Val. b...	P	P..	Job	E	Total	FR ...	From	To						OHWP				1A				1	15:00	16:00												
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11.	Save time entry.																																													



UAT – Tools: Validations



SAP Time Management Redesign Business Process

1. Time Entry – Timesheet Validation (Error and Warning)

Step								
1.	Timesheet Validation – Error	In this example this is a non-DCTU employee who is entering DCTU-With Notice – Paid when they are not eligible.						
2.	Enter transaction CAT2							
3.	Enter date and Personnel Number							
4.	Error message: In a/a column enter OHWP							
5.	In the O/C field enter 1 – DCTU-with Notice - Paid	 <table border="1"> <tr> <td>1</td> <td>DCTU-With Notice -Paid</td> </tr> <tr> <td>2</td> <td>DCTU-With Notice-Comp</td> </tr> <tr> <td>C</td> <td>Comp Hours Worked</td> </tr> </table>	1	DCTU-With Notice -Paid	2	DCTU-With Notice-Comp	C	Comp Hours Worked
1	DCTU-With Notice -Paid							
2	DCTU-With Notice-Comp							
C	Comp Hours Worked							



UAT – Tools: Validations



SAP Time Management Redesign Business Process

6.	Enter amount of hours that the employee worked. When you hit enter you will receive an error and you will not be able to save the time sheet.	<p>Data Entry Area</p> <table border="1"> <thead> <tr> <th>LT</th> <th>R</th> <th>R</th> <th>R</th> <th>A/A</th> <th>OC</th> <th>Val. b</th> <th>P</th> <th>P</th> <th>Job</th> <th>E</th> <th>Total</th> <th>TH</th> <th>...</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>80</td> <td>10</td> <td></td> <td>08:00</td> <td>18:30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>107:00</td> <td></td> </tr> </tbody> </table> <p>Code 1 OC value not allowed.</p>	LT	R	R	R	A/A	OC	Val. b	P	P	Job	E	Total	TH	...	From	To												80	10		08:00	18:30												0																			107:00																																																																	
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7.	Remove error and save.																																																																																																																																	
8.	Warning Message	In this example a Transportation employee who works in job id 30000116 is called back to work after their shift. They should have IT2012 switch "SIGN" turned on.																																																																																																																																
9.	Enter a/a type 5CSP (callback).	<p>Data Entry Area</p> <table border="1"> <thead> <tr> <th>LT</th> <th>R</th> <th>R</th> <th>R</th> <th>A/A</th> <th>OC</th> <th>Val. b</th> <th>P</th> <th>P</th> <th>Job</th> <th>E</th> <th>Total</th> <th>TH</th> <th>...</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	LT	R	R	R	A/A	OC	Val. b	P	P	Job	E	Total	TH	...	From	To																																																																																																																
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UAT – Tools: Validations



SAP Time Management Redesign Business Process

11.	If employee is not a Signal Electrician in Transportation then they would just hit enter. If they are then the timekeeper would verify that IT2012 SIGN switch is on.	
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UAT – Tools: Working Out of Class



SAP Time Management Redesign Business Process

1. Time Entry - Working Out of Class


Step	Description	
1.	Working Out of Class	In this example the employee is working out of class for four hours within his regularly scheduled time.
2.	Enter transaction CAT2	
3.	Enter date and Personnel Number	
4.	To pay: In a/a column enter OHWP	<p>The screenshot shows a SAP Data Entry Area with columns: LT, R, R, R, R, A/A, and a blank column. The 'A/A' column contains 'OHWP'. There are also icons for a clock and a magnifying glass.</p>
5.	In the Valuation Column enter the additional \$ amount; in the extra pay indicator column enter a +; in the Job column either use the drop down list and choose the job number or enter the job number that the employee will be working. All three fields must be filled in.	<p>The screenshot shows a SAP Data Entry Area with columns: LT, R, R, R, R, A/A, OC, Val. b., P, P, and Job. The 'A/A' column contains 'OHWP', the 'Val. b.' column contains '2.00+', and the 'Job' column contains '30000072'. There are also icons for a clock and a magnifying glass.</p>



UAT – Tools: Working Out of Class



SAP Time Management Redesign Business Process

6.	Enter hours worked out of class.	<table border="1"> <thead> <tr> <th colspan="13">Data Entry Area</th> </tr> <tr> <th>LT</th> <th>RR</th> <th>R</th> <th>R</th> <th>A/A</th> <th>OC</th> <th>Val. b...</th> <th>P</th> <th>P</th> <th>Job</th> <th>E</th> <th>Total</th> <th>TH ...</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>80</td> <td>8</td> <td>06:00</td> <td>14:30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>OHWP</td> <td></td> <td>2.00</td> <td>+</td> <td></td> <td>30000072</td> <td></td> <td>4</td> <td>4</td> <td>10:30</td> <td>14:30</td> </tr> </tbody> </table>	Data Entry Area													LT	RR	R	R	A/A	OC	Val. b...	P	P	Job	E	Total	TH ...	From	To												80	8	06:00	14:30												4	4							OHWP		2.00	+		30000072		4	4	10:30	14:30
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UAT – Tools: Working Out of Class



SAP Time Management Redesign Business Process

To comp: In a/a column enter OHWP

8.


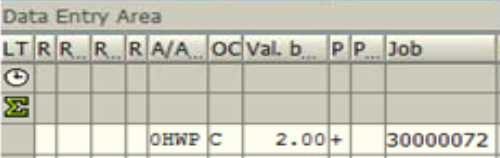
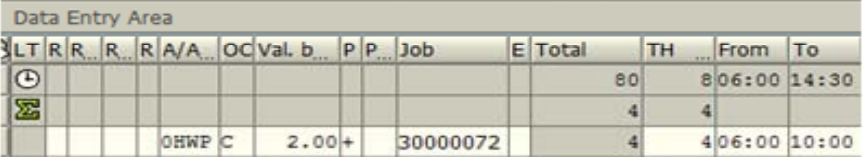

P...	A/ATy...	Att./abs. type text	Start Date	End Date
50	OHWP	Hours Worked	01.01.2013	31.12.9999
50	OHOL	Paid Holiday	01.01.2013	31.12.9999
50	OXWP	Extra Worked	01.01.2007	31.12.9999
50	OZCA	Casual Appt Hours Worked	01.01.2007	31.12.9999
50	OZPR	PERS Retiree Hours Worked	01.01.2007	31.12.9999
50	5CSP	Call Back - SIGEL	01.01.2007	31.12.9999
50	5CTA	Court Appearance	01.01.2007	31.12.9999
50	5MOD	Modified Duty	01.01.2007	31.12.9999
50	5ODP	Oil Distributor OT	01.01.2007	31.12.9999
50	5SPS	Split Shift	01.01.2007	31.12.9999
50	5UGP	Underground OT	01.01.2007	31.12.9999
50	5VIP	Vibration Test OT	03.11.2010	31.12.9999
50	ASCK	Sick Leave - Paid	01.01.2007	31.12.9999
50	ASCL	Abs in Lieu of Sick- Paid	04.11.2010	31.12.9999
50	ASCO	Comp in Lieu of Sick-Paid	04.11.2010	31.12.9999
50	ASCU	Abs in Lieu of Sick-Unpd	04.11.2010	31.12.9999



UAT – Tools: Working Out of Class



SAP Time Management Redesign Business Process

9.	In the O/C field enter the comp code	 <p>2 DCTU-With Notice-Comp C Comp Hours Worked</p>
10.	In the Valuation Column enter the additional \$ amount; in the extra pay indicator column enter a +; in the Job column either use the drop down list and choose the job number or enter the job number that the employee will be working. All three fields must be filled in.	
11.	Enter hours worked out of class.	
12.	Save time entry	



UAT – Things to Remember



- Dates to use for Testing: **03/14/2013 - forward**
 - Non date specific tests
 - 03/14/2013 Forward
 - Specific date tests
 - (for example calendar year end) will need to test future year end.
- A/A Type Correction
 - All 'C' Comp codes will be delimited, so any tests with those codes, such as 0HWC or 5CBC etc, will need to be changed to the new time entry format.
 - 0WOC is being delimited, the new working out of class entry process will need to be updated.
 - Premium Codes are being moved from A/A Types to the Premium List for DCTU, REC, BOEC, & COPPEA, such as 5UGP or 9LDP, the new premium entry process will need to be updated.
 - 0HOL is the default holiday that will appear on the timesheet when the holiday program runs with the # of hours that the holiday will run. The new process to enter time with an attendance line for hours worked on the holiday will need to be updated.



Recap – Testing to begin 04/15/2013!



- Testing Period is 4 weeks **(Monday 04/15/13 – Friday 05/10/13)**
 - SIGN UP **As soon as possible!** – space is limited. (Email De Ann)
- Retesting/Integration/Regression testing: **Monday 05/13/13 – 05/31/13**



Questions and Comments?



THANK YOU!