



SAP TIME MANAGEMENT REDESIGN PROJECT MEETING

05/01/2013

PROJECT UPDATE



Agenda



- Parallel
- Training
- New ESS/MSS
- User Acceptance Testing



Parallel Tests



Parallel 1.1 and 1.2

Summary



Parallel 1.1 and 1.2



- Parallel 1.1 pp 8 for Master List of 563 employees retro to pp5 (4 payrolls tested)
- Parallel 1.1 Quota
- Parallel 1.2 pp 8 retro to pp7 for the remainder of the population (2 payrolls tested)
- Parallel 1.2 Quota



Parallel 1.1 Recap



- 563 Master List employees
 - 504 Records matched
 - 13 Records reconciled to redesign ticket
 - 11 Records identified as defects.
 - 20 Records Classified as Other.
 - 7 Employees did not have a /101.
 - 8 Employees to re-run (add to Parallel 1.2 results.)



Parallel 1.1 Reconciled to redesign ticket



- (1 EE) #172 - Comp time not allowed during scheduled hours
- (5 EE) #57 - Shift differential
- (1EE) #128 Holiday Rule HOL-0005c
- (1EE) #65 - Correctly did not pay shift diff for OT shift <8hrs
- (1EE) #90 partial entries created rounding errors paying ee less than 80 hrs,
new schema did not have that issue. :-)
- (1EE) #91 - correctly did not pay shift diff
- (1EE) #191 SHOL value < 20



Parallel 1.1 Defects identified



- 8 Shift differential (1-Rejected, pay is correct)
- 3 Holiday (2- Rejected, conversion issue)



Parallel 1.1 Other



- 4 Rounding of $<.25$
- 6 Job Class did not convert – treated as WOC
- 2 Need switch clean up (add to cutover prep)
- 6 Conversion didn't include changing 0HOL entry on day off to Defer
- 1 0HOL manually removed when FMHL is used in the new schema - conversion didn't
- 1 EE separated



Parallel 1.1 Quota



- 563 Master List employees
- 4107 Records Matched
- 464 Records w/differences (to be reviewed)



Parallel 1.2 Recap



- 5881 Match
- 58 Reconciled (to redesign tickets)
- 62 Defects identified
- 322 Other (Rounding, Holiday not populated, WOC Conversion)
- 65 New (not reviewed)



Parallel 1.2 Quotas



- 2936 Records w/differences (to research)



Parallel 2 Plan



- Parallel 2 will be an end to end test:
 - Parallel 2 start 5/13/13
 - All employees pp8 back to pp5
 - Compare Client 300 (with 249 defect configuration to 330 Production copy)
 - Infotype 2012 conversion program SHOL switch
 - Holiday conversion program
 - CATS conversion program
 - Payroll process
 - RICEFW items identified possibly impacted
 - Reports
 - Interfaces
 - Conversions
 - Enhancements
 - Forms
 - Workflow



Parallel 2 Plan



- Parallel 2 compare will be rerun after defects are resolved.



Training Plan



Training Plan



- Timekeeper Training on new CAT2 processes
- Time Management Tools training for Citywide roll out of new time sheet and approvals



What will we train?



Session 1 (Non-rep only)

Time: 90 minutes

Overview of time redesign project	20 minutes
Explain changes to CAT2	20 minutes
Practice entering time over holiday	10 minutes
Practice OT entries	10 minutes
Practice common incorrect entry for validation example	10 minutes
Practice WOC example	10 minutes

Session 2 (Rep & Non-rep)

Time: 2 hours

Overview of time redesign project	20 minutes
Explain changes to CAT2	20 minutes
Practice entering time over holiday	10 minutes
Practice OT entries	10 minutes
Practice common incorrect entry for validation example	10 minutes
Practice Premiums	10 minutes
Practice WOC example	10 minutes



Who will we train?



Bureaus to train separately

Bureau	TKs	Sessions
Housing	5	1
Parks	143	6
Police	6	1
Water	22	3
PBOT	5	1

Open sessions

Type	TKs in City	Sessions
Non-rep only	10	3
Union / Non-rep	38+	6



When will we train?



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 26 - Jun 1	May 26	27 Memorial Da	28 Training 1:00 - 3:00	29 Training 8:30-10:30 12:30-2:30 3:00 - 5:00	30 Training 9:00-11:00	31 Training 8:30-10:30 12:30-2:30 3:00 - 5:00	Jun 1
Jun 2 - 8	2	3 Training 8:30-10:30 12:30-2:30 3:00 - 5:00	4 Training 8:30-10:30 12:30-2:30 3:00 - 5:00	5 Training 8:30-10:30 12:30-2:30 3:00 - 5:00	6 GO LIVE No Training! PP Begins	7 No Training!	8
Jun 9 - 15	9	10 Support Training 8:30-10:30	11 Support Training 1:00 - 3:00	12 Support Training 8:30-10:30	13 Support Training 2:00 - 4:00	14 Support Training 8:30-10:30	15
Jun 16 - 22	16	17 Support	18 Support BOBJ Super l	19 PP END Support	20 Support	21 Support	22



How do we sign up?



- Bureau-specific sessions booked first
 - List is in your hands
 - Please email Tracey by Friday, May 3rd with your preferences for date/time
 - Give top three options, in case there are many who want the same slot
- All other sessions will be put out on CityLearner website for open registration the following week



Time Management Tools



Time Management Tools



- New ESS Time Sheet
- Time Request Tool
 - Leave, Overtime, Other
- Time Approval Tool
- Manager Delegation Tool

Already in use in OMF!



Business value of new tools



- Simplifies time entry
- Reduces opportunity for data entry error
- Eliminates paper processes for time requests and approvals
- Complies with City policy requirements for Time Approval



What OMF users are saying



“It’s a pretty great and simple process.”

“I really like the new system. It is going to work great for me.”

“[Time entry] went soooo much faster than the older version...”

“The new ESS Time Sheet is great!!!!!!”

“This last time cycle was the easiest one we’ve processed since going live on ESS two years ago, and I am amazed at how much easier the process is under this new configuration.”

“I want to thank you for all the work you have done to improve the processes and address the user experience.”



Old versus New



Old Time Sheet	New Time Sheet
Time entry on daily view	Time entry on bi-weekly view
Cumbersome drop downs	User-customizable drop downs
Quota Balance in a different location	Quota Balance at top of time sheet
No input assistance for clock times	Input assistance for clock times based on work schedule
No display of system lunch break	Work schedule displayed with lunch break broken out
No employee action needed for negative time with no exceptions	Employee certifies time is accurate – even if no exceptions



Time Request Tool



- Electronic request and approval of leave and OT
- Integration with new time sheet
- Outlook notifications
- Delegations allow for flexible approval system
- Auditable and Editable
- Flexible:
 - Timekeepers and managers can make requests for employee
 - Comments field can accommodate difference business processes



Time Approval Tool



- Electronic review and approval of employee time data
- Outlook reminders
- Improved reporting of approval data



Delegation Tool



- Allows flexibility for managers to delegate to any chief in her or his bureau
- Outlook notifications
- Used by managers and timekeepers



User Acceptance Testing

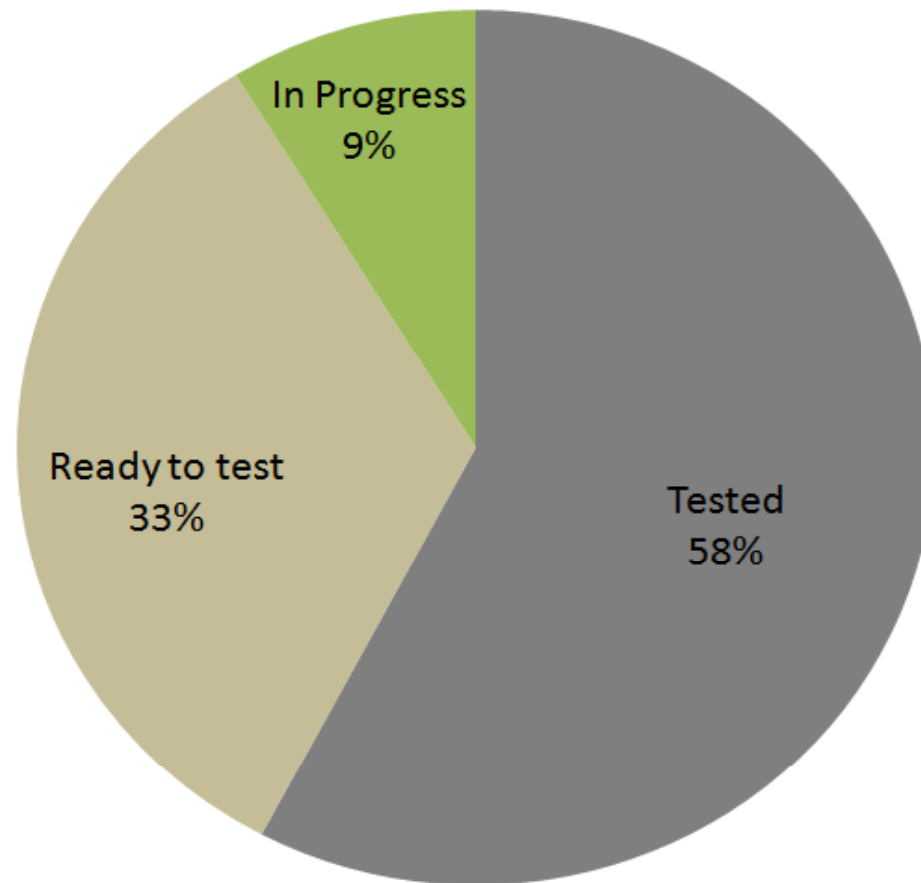


UAT – Testing Period



7 DAYS REMAINING

Testing Status





User Acceptance Testing



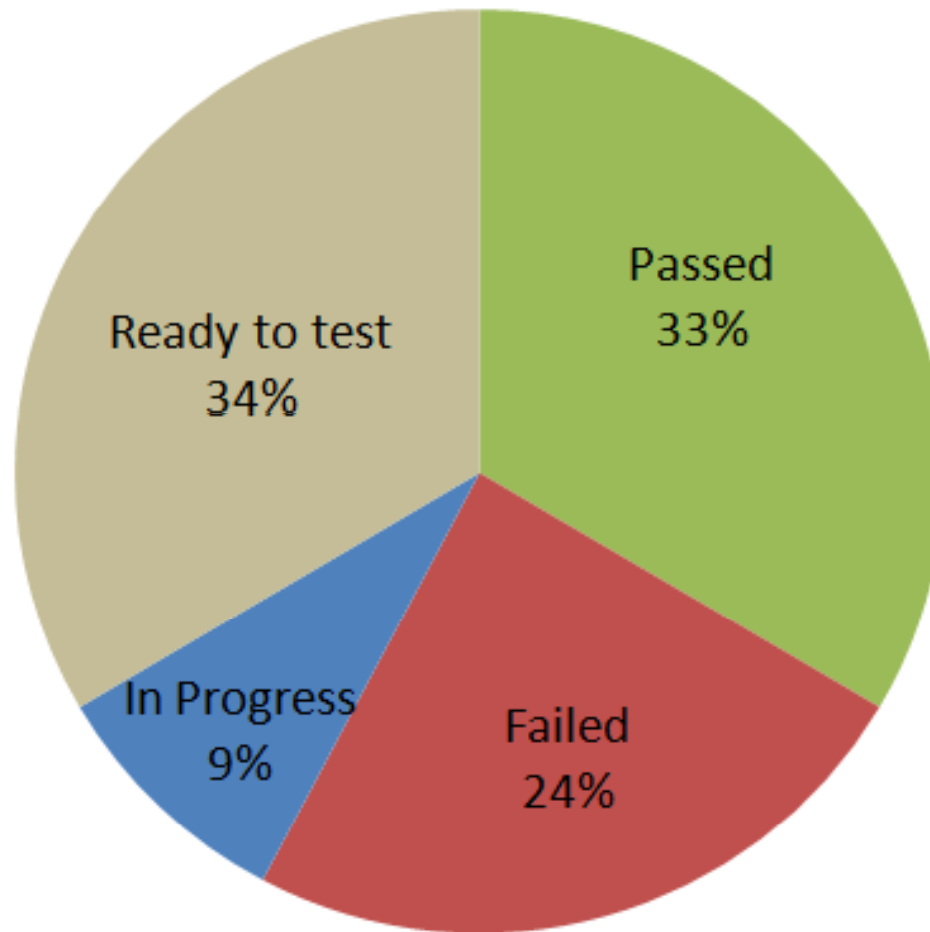
Bureau	Total # of Scenarios	Total Scenarios Remaining	Estimated Hrs	Actual Hours Tested
BDS	3	0	3.50	2.00
BES	6	2	5.25	10.00
BHR	56	30	86.75	72.25
BOEC	28	4	24.00	12.00
BTS	2	0	5.00	4.50
FIRE	14	7	24.25	24.00
PARKS	6	5	5.75	5.00
PBOT	15	5	12.00	19.00
PPA	21	11	22.50	10.00
WATER	9	3	6.75	6.00
TOTAL	160	67	195.75	164.75



User Acceptance Testing



Test Results





UAT – Testing Period



UAT TESTING CALENDAR					
	Monday	Tuesday	Wednesday	Thursday	Friday
Apr 15 - Apr 19	15-Apr	16-Apr	17-Apr	18-Apr	19-Apr
	08:00am - 3:00pm Onessia 9:00-12:00 Andrew 9:00-12:00 <i>7 hrs</i>	08:00am - 12:00pm Onessia 10:30-12:00 Elsa 8:00-10:00 Andrew 10:30-12:00 Linda 10:30-12:00 Angel 10:00-12:00 Marilou 10:00-12:00 <i>4 hrs</i>	12:30pm - 5:00pm Barb 12:30-5:00 Linda 12:30-2:00 <i>4.5 hrs</i>	08:00am - 12:00pm Onessia x2 10:00-12:00 <i>4 hrs</i>	08:00am - 5:00pm Onessia x2 9:00-12:00 Elsa 1:00-3:00 Michelle 10:00-12:00 <i>9 hrs</i>
Apr 22 - Apr 26	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr
	08:00am - 12:00pm <i>4 hrs</i>	08:00am - 12:00pm <i>4 hrs</i>	10:00am - 5:00pm Michelle 10:30-12:30 <i>7 hrs</i>	<i>0 hours</i>	12:30pm - 5:00pm <i>4.5 hrs</i>
Apr 29 - May 3	29-Apr	30-Apr	1-May	2-May	3-May
	12:30pm - 3:00pm <i>2.5 hrs</i>	08:00am - 5:00pm Sheryl H. x2 9:00-2:30 Onessia x2 9:00-12:00 Victoria x2 8:00-5:00 Clarissa x4 8:00-4:00 Michelle 10:30-12:30 Elsa 1:00-3:00 <i>9 hrs</i>	12:30pm - 5:00pm <i>4.5 hrs</i>	08:00am - 5:00pm Onessia x2 9:00-12:00 <i>9 hrs</i>	08:00am - 5:00pm Onessia x2 9:00-12:00 <i>9 hrs</i>
May 6 - May 10	6-May	7-May	8-May	9-May	10-May
	08:00am - 5:00pm Sheryl H. 8:00-4:00 Michelle M 10:30-2:30 <i>9 hrs</i>	08:00am - 5:00pm Clarissa x4 12:30-3:00 <i>9 hrs</i>	10:00am - 5:00pm <i>7 hrs</i>	12:30pm - 5:00pm <i>4.5 hrs</i>	08:00am - 5:00pm <i>9 hrs</i>



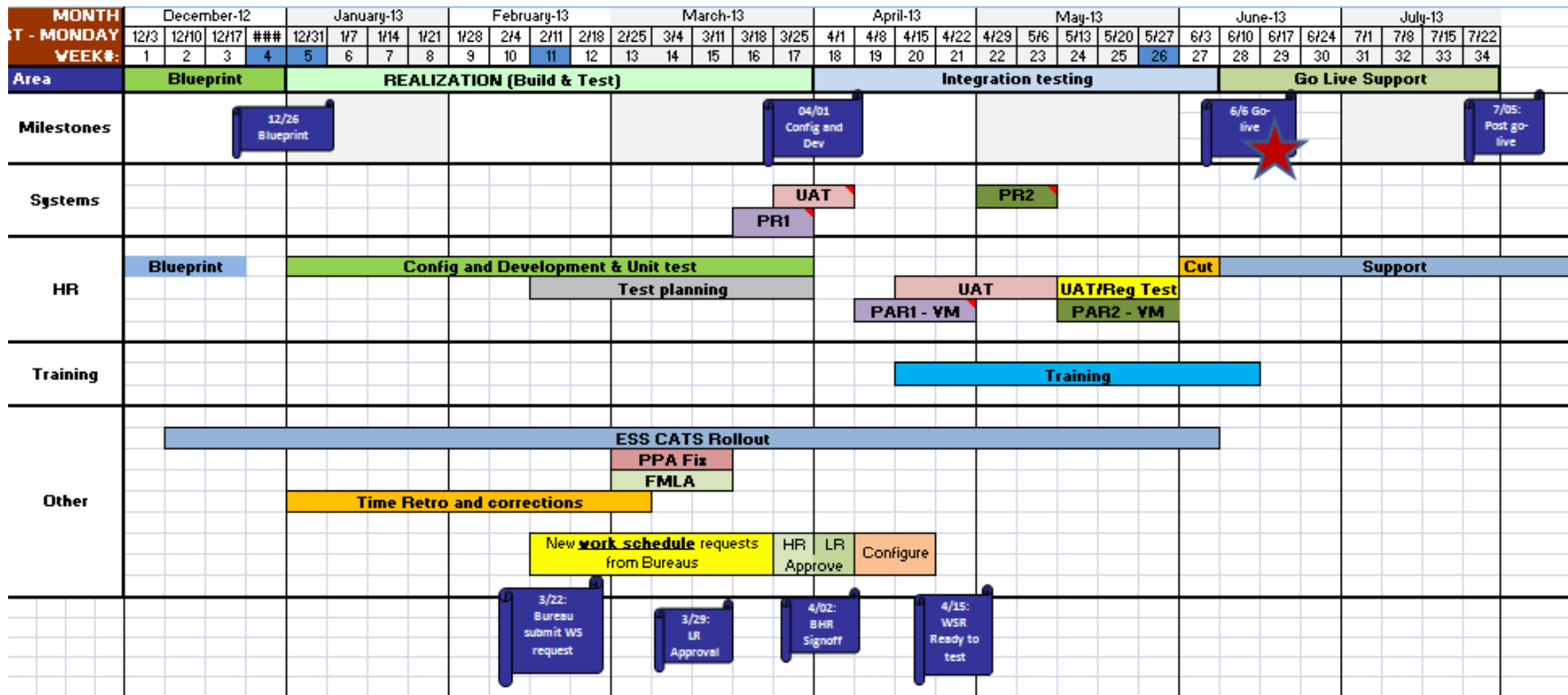
UAT – Tools



- Review & share the documents in the Testing Tools Folder:
 - Business Process/instructions/Job Aids
 - Working out of Class
 - Premiums
 - O/C Field
 - Timesheet Validation
 - Holiday Job Aid
 - Redesign Testing Tool
 - A/A Types
 - Switches
 - Wage Types
 - Premiums



High Level Time Line





Questions and Comments?



THANK YOU!