

P&F – Weekly Update [February 19, 2016]

Audience: Core and Extended Project Team Members, Key Stakeholders including: Administrative Managers, HR Business Partners, OM & PA Initiators, OM & PA Approvers and Site Team Managers

Processes & Forms

What: Weekly Project Update

This weekly update is designed to provide you with links to ongoing project information, and keep everyone informed of our progress.



Why HCM Processes and Forms?

HCM Processes and Forms is a module of SAP that allows us to:

- Create electronic forms
- Provide validation of data at time of entry
- Allow attachments of supporting documentation, if required
- Route the form via workflow to approvers
- Allow users to see where the form is and its status at any time
- Allow the data in the form to update the SAP system directly once approved

Key Activities Completed

- Demonstration of Create Position and New Hire forms were held for all Stakeholders on Wednesday 2/17. Materials from the demonstration will be posted to our project webpage [here](#).

Current Activities

We are in the **Realization** phase of the project, with forms being developed by Mouri-Tech consultants as well as City Technical staff.

- Development of seven forms have been completed.
- Development of one remaining form, HR Landing Page and Global Workflow in progress.
- EBS testing of completed forms in progress.
- Knowledge transfer continuing, with City technical staff learning development and workflow details.
- System Integration Testing with BHR starts 2/29/2016 through 3/25/2016 – planning activities for this continue.
- User Acceptance Testing with Extended Project Team members and other Bureaus starts 3/21/2016 through 4/22/2016. **Please contact Monica Borden-Ooley or De Ann Kamish if you would like to volunteer to be**

involved in testing the forms for your Bureau. More information will be sent out in the next few weeks.

For more information: [Processes & Forms on EBS Site](#)

- [Processes & Forms Implementation Timeline](#)
- [Processes & Forms: Communications](#)
- [Processes & Forms: Project Documents](#)

Project Team

Executive Sponsors:

Anna Kanwit, BHR Director
David Rhys, Asst. BHR Director
Satish Nath, EBS Manager

HR Business Process Owner:

Tom Schneider, HR System Manager

Project Manager:

Monica Borden-Ooley, HCM Business Analyst

Assistant Project Manager:

De Ann Kamish, HCM Business Analyst

If you have any questions, please contact:

[Monica Borden-Ooley](#) or
[De Ann Kamish](#).

EBS Project Team Members:

- Kate Schmidt, HCM Team Lead
- Cody Deckard, EBS Functional/Technical
- Charlie Dudley, EBS Training & Comms.
- Pat Green, EBS Technical
- Wes Smith, EBS Technical
- Rick Schulte, EBS Technical

BHR Project Team Members:

- Elizabeth Haynes, Subject Matter Expert (SME)
- Kellie Le, SME
- Wayne Ferrell, SME
- Emily Craig, SME
- Kenneth Sisneros, SME

Bureau Project Team Members:

- Nancy Myers, Water Bureau SME
- Debbie Khoja, Transportation SME

MOURI-Tech Project Team Members:

- Anil Yerramreddy, Technical Consultant
- Sreekanth Edula, Technical Consultant
- Indu Rangineni, Technical Consultant
- Santosh Cherukuri, Technical Consultant