

# P&F – Weekly Update for February 26, 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.

### **Bullet Summary**

- Why HCM Processes and Forms?
- FAQ's
- Key Activities Completed
- Current Activities
- Upcoming Activities



### **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

### **FAQ's:**

**Does the same person who initiates a PA form have to complete the form at Level 5?** No, anyone of a group of people who have the Processes and Form Initiator role can pick up the form from their Work in Progress and complete it.

**Does this person have to have the Operating Bureau Personnel Administrator OBPA role?** Yes, in addition to being assigned the P&F Initiator role, Initiators will have to have either the OBPA or OM Specialist roles depending on if they are initiating a PA or OM form.

### **Key Activities Completed**

- Development of all forms has been completed.
- Development of the HR Landing Page and Global Workflow have been completed.
- List of Bureau Initiators/Approvers for Workflow has been finalized.

### Current Activities

We are currently in the **Realization** phase of the project.

- System Integration Testing with BHR starts 2/29/2016 through 3/25/2016 – activities for this are being finalized.
- EBS testing of completed forms in progress.
- Knowledge transfer continuing, with City technical staff learning development and workflow details.

### Upcoming Activities

- **System Integration Testing** – Beginning Monday 2/29, members of the BHR Services Team will be working intermittently on the 14<sup>th</sup> Floor during a four-week period to conduct System Integration Testing of forms.
- **User Acceptance Testing** – EBS Project Team members will be working with Extended Project Team members and other Bureau representatives to test system functionality starting 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.**
- **End User Training** – Is planned to begin on 4/11/2016. More information will be sent out in the future.

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

### 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

**Assistant Project Manager:**

De Ann Kamish, HCM Business Analyst

If you have any questions, please contact:

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

- 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