

P&F – Weekly Update for March 4, 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 & 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

FAQs

What is the Phased Go-Live planned for June 1st and June 15th?

- Several Bureaus have been identified as going live with the new electronic forms on June 1st. Other Bureaus will go-live on June 15th. This phased approach allows the Project Team and Consultants from

MOURI-Tech to troubleshoot any issues with a smaller group of users prior to going-live with all Bureaus.

Which Bureaus will Go-live on June 1st?

- Our confirmed list of Bureaus identified to go-live during the June 1st phase are: OMF-BHR, OMF-BTS, Police, PBOT, and Water. Other parts of OMF may also go-live during this first phase. All other Bureaus will go live on June 15th.

Will users be expected to use the electronic forms at go-live?

- Users will be encouraged to use the electronic forms at go-live so they can begin to feel more comfortable with the functionality. However, BHR has indicated that users can continue to use paper forms through the pay-period ending July 13th.

Key Activities Completed

- System Integration Testing Kick-off Meeting with BHR held on Tuesday, March 1st
- Technical Specification document review and sign-off completed for all forms, HR Landing Page and Global Workflow

Current Activities

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

- System Integration Testing with BHR started on 2/29/2016 and will continue through 3/25/2016.
- Knowledge transfer continuing, City technical staff assisting with troubleshooting development and workflow issues found during testing.

Upcoming Activities

- **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 next week.**
- **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

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