

## P&F – Weekly Update for March 11, 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**

- Processes and Forms Sneak Peek
- FAQ's
- P&F OM and PA Process Flows
- Current Activities
- Upcoming Activities



#### **Processes & Forms Sneak Peek**

P&F will concern only the PAR form and a portion of the OM Maintenance form and will not include automating the I-9 or W-4 forms. We have prepared a “sneak peek” look at this new functionality. You can see what the forms will look like by clicking this link: [https://youtu.be/zS5XFFyB\\_GA](https://youtu.be/zS5XFFyB_GA) (6:18)



**Rehire an Employee: Employee**

Check Send Save Draft Cancel Form Utilities

Attachments (0)

Hire an Employee (US)

**New Hire**

\* Reason Code: [dropdown] Process Reference Number: [text]  
 Pers. Number: [text]  
 Begin Date: 03/07/2016 [calendar icon] Assignment End Date: [calendar icon]

**Requested Action(s) - Check all that Apply**

**Type of Appointment**

\* Temporary HR 3.03  
 \* Casual Other HR 3.03  
 \* PERS Retiree HR 3.06  
 \* Recruitment/Other HR 3.03  
 \* Reinstatement

**Requested Status For This Employee**

\* New Hire Position: 00000000 [calendar icon] [text] Position End Date: [text]  
 Double Fill Position: 00000000 [text]  
 Job No.: 00000000 [text]  
 Over Under Later - Job: 00000000 [text]  
 Personnel area: [text]  
 Employee group: [dropdown] [text] Pers. Sub Area: [dropdown] [text]  
 Emp. Sub Group: [dropdown] [text]

## FAQ's

Does the PA Initiator who submits the form at level 1 have to be the same PA Initiator who completes the form at level 5?

- No. Any PA Initiator within the group of PA Initiators for a bureau can complete the form at level 5. The forms will be in the "Work In Progress" swim lane of all the initiators in the group.
- **Note:** a person must have both a Processes & Forms (P&F) PA Initiator role and the SAP Operating Bureau Personnel Administrator (OBPA) role to complete P&F forms. Having only the OBPA role will not provide access to P&F forms.

## P&F OM and PA Process Flows

The OM and PA Processes and Forms flow charts have been updated for clarity and can be found [ [HERE](#) ].

## 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 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 3/28/2016 through 4/22/2016. More information will be sent out soon by separate e-mail.
- **End User Training** – Is planned to begin on 4/25/2016. 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

### 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:

If you have any questions,  
please contact:  
Monica Borden-Ooley or  
De Ann Kamish.

- 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