

P&F – Weekly Update for March 25, 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.

UAT Announcement

User Acceptance Testing is on HOLD for now.

Therefore, it is not necessary for your Bureau to attend testing on your previously scheduled dates/times. Please pass this information on to your Bureau testing teams. We will have updated information on dates and times in next week's bulletin. Thank you for your patience!



Processes and Forms Sneak Peek

P&F will encompass 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 (6:18)

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 4/15/2016.
- Knowledge transfer continuing, City technical staff assisting with troubleshooting development and workflow issues during testing.

Upcoming Activities

- **End User Training** – Is expected to begin on 5/02/2016 and go for 4-weeks, ending on 5/27/2016. 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](#)

[Click here](#) or full **Project Team** roster.

If you have any questions, please contact: [Monica Borden-Ooley](#) or [De Ann Kamish](#).