

P&F – Weekly Update for April 15, 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

Weekly Project Update

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

Look for a link to a Go-live readiness survey in our next communication.

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.

Upcoming Activities

- **User Acceptance Testing** – Is expected to begin on 4/19/2016 and go through 4/29/2016. **Thank you to all those who are participating!**
- **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 next week.
- **Preparation to Go-Live** – Is expected to begin 5/16/2016
- **Go-Live!** - Go-Live is June 1st for Phase I Bureaus: OMF, PBOT, Water and Police. Go-Live is June 15th for all other Bureaus.

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](#).