Meeting Notes

EBS PAC Meeting

Date: 4/9/09
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS West Conference Room

Introduction

Jennifer Sims introduced three guests from the City of San Diego. San Diego is implementing SAP, and is scheduled to go live with FILO on July 1, 2009, and HCM on October 1, 2009. They appreciated the opportunity to see how we do things here.

The meeting focused on the project schedule, the disposition of issues, PP3 time entry support and bureau readiness activities, and the dashboard.

Project Schedule

Bruce Theurer reviewed the schedule. The Project is targeted to complete issues relevant to PP3, and release the job aids for the timekeepers prior to PP3 testing which is to begin April 20th. For the PP3 validation, Bruce emphasized to the PAC not to hold on to issues, but to disclose them as quickly as possible to the Project for processing. The cost object demonstration (listed below under PP3 testing) is new on the schedule. The demonstration will show timekeepers how time entered into CATS flows into the financial postings in SAP. The cutover activities begin early in June. The cutover activities are attached (*see* p. 4).

- Disposition of issues prior to PP3   3/23 – 4/17
- Release of time entry job aids   4/17
    - Attendance/Absence code definitions and guidelines
    - Switches definitions and guidelines
- PP3 Testing
    - Time Entry   4/20 – 4/24
    - Run Payroll   4/27 – 5/1
    - Validation   5/4 – 5/15
    - PP3 Issue Resolution   5/18 – 5/29
    - Cost Object Demonstration   5/18 – 5/29
- Interim Time Process
    - Dry run   5/14 – 5/27
    - Assessment   6/1 – 6/5
- Cutover Activities   6/5 – 7/2

Issue Disposition
Bruce Theurer and Jane Braaten reported on the 55 open issues on the Consolidated Issues Log that we need to close by April 17th, prior to PP3 testing. The Issue Disposition attached (*see* p. 5) defines the closure planned prior to PP3 on the issues.

- Issues Relevant to PP3
    - 25 Communication
        - Project to communicate to timekeepers the resolution of PP2 issues, to continue time and payroll memos, and to work with BHR on bureau-specific issues.
    - 15 Break/Fix, Configuration
        - Project to fix 15 system issues
    - 11 Process or Post Go Live
        - Project will establish process or workaround since configuration cannot be completed until Post Go Live
    - 4 Requirements
        - Project needs to complete prior to PP3

Consolidated Issues Log
Bruce showed the PAC how to sort and filter items on the Consolidated Issues Log by category and/or priority. The Project will continue to resolve and close all remaining issues. The Consolidated Issues Log is updated regularly on the EBS website.

PP3 Support Plan
As reported earlier, ten bureaus will participate in a third payroll parallel test in order to validate system configuration and time entry processes. These bureaus are BES, BOEC, OMF/Bus Ops, BTS, Fire, Parks, PBOT, Police, Water and Revenue. BHCD and POEM will participate in the time entry segment to prepare for cost object demonstrations.

In preparation for the PP3 testing, support centers have been set up for additional training and/or cost object support for some of the bureaus' timekeepers participating in PP3 (BES, BOEC, PBOT, BTS, and OMF/Bus Ops). Jane Braaten reported that these support sessions are scheduled for April 14 and 15. There will also be a process education on FILO 101 at the regular timekeepers' weekly meeting on April 14. Timekeepers, and change agents, are encouraged to attend.

The Pre-PP3 support center schedule was emailed to change agents and bureaus earlier today.
- Pre-PP3 Support Sessions
    - Time entry scenario support   4/14 and 4/15
    - FILO 101 to timekeepers (process education)   4/14
    - Cost object scenario support   4/14

The schedule for the PP3 entry week will be sent to all PP3 participating bureaus under separate email.
- PP3 Time Entry Support Sessions
    - Schedule for PP3 bureaus   4/20 and 4/21
    - Schedule for BHCD and POEM   4/22

Bureau Readiness
Jane Braaten reported on the status of the bureau readiness activities.
- All bureau action plans are submitted with required elements
    - One follow up meeting today to confirm w/POEM
- Time entry readiness checklist (handout)
    - A new tracking tool that will be completed by all bureaus weekly, and reported to the PAC. The checklist will ask the bureaus if the following requirements have been completed.
        - Timekeepers: Adapt existing timesheets, create and communicate
        - Interim timekeeper: Select timesheet, create and communicate process
- Pilot employee self entry: on track
    - Deadlines met as of 4/9 (planning new schedule for training and go live support)

Dashboard

9-Apr	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PBOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
Issue Resolution	yellow	green	green	yellow	yellow	yellow	yellow	yellow	green	yellow	green	yellow	white	pink	green	green
Testing	green	yellow	green	yellow	yellow	green	green	yellow	green	yellow	green	green	white	white	yellow	green
Timekeepers	green	yellow	green	green	green	green	green	green	green	yellow	green	yellow	white		green	yellow
Business Process	green	green	green	green	green	yellow	green	yellow	green	yellow	green	green	white	yellow	green	green
Data Conversion	green	yellow	green	yellow	green	green	green	yellow	green	green	green	pink	white	green	yellow	green
Interfaces	yellow	green	yellow	yellow	yellow	yellow	yellow	yellow	yellow	yellow	yellow	yellow	white	yellow	green	yellow
Go Live Support	green	green	yellow	yellow	green	green	yellow	green	yellow	yellow	yellow	yellow	white	yellow	green	green
	Completed/On Track - Green					Yellow - Some Risk					Red - High Risk					

General Comments:

1. Bureaus are waiting to find out about the resolution of their issues on the consolidated issues log.
2. Concern that some of the interfaces have not yet been tested.
3. Bureaus want to know what the workarounds are for items that will be post go live. They need communication about these.
4. Bureaus would like to know the post go live process for time and payroll so that they can plan their resources.
5. Bureaus are dependent on the results of PP3

FILO

Marty Scott reported on FILO.

- Post Go Live Development List

    This list contains critical items (objects) that need to be completed by the FILO team. They have completed 10 of the 22 critical objects, and the FILO team will start including the PAC in the prioritization of these objects after we go live with HCM.

- Clearing Temporary Internal Orders

    To follow up Jennifer Sims email regarding temporary internal orders, Marty reminded the PAC that it is critical bureaus clear temporary internal orders by the end of April.

- Preparing for Fiscal Year End with HCM Go Live

    The Accounting Division with the FILO team has developed a month-end schedule identifying high level tasks on a monthly calendar. For more information, you can visit the Accounting Division website. Also, there will be a Year-End Session for bureaus some time before May 14th.

What's Next

- April 16 - PAC Meeting at 10:30-noon in the EBS West Conf. Room
- May 28 – Joint ESC/PAC Meeting at the regular PAC meeting time.
- June 11 – Joint ESC/PAC Meeting at the regular PAC meeting time.

Cutover

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 JUNE	**2**	**3**	**4**	**5** Deadline for IBIS changes to HR/ Central Payroll	**6**
7	**8**	**9**	**10**	**11** Final HR transactions in IBIS	**12** Final IBIS Time Entry	**13** Pseudo Payroll / Final IBIS Payroll
					No PA Transactions into SAP	
14 IBIS Data Availa Data Conversion	**15**	**16**	**17**	**18** PAY DAY (IBIS)	**19**	**20**
SAP Downtime - includes FILO				SAP Time Entry		
Data Conversion						
No PA Transactions into SAP				PA Entry Begins		
21	**22**	**23**	**24**	**25**	**26**	**27**
SAP Time Entry						
				PY Simulation		
28	**29** Final Corrections	**30** PY run in SAP	**1** JULY	**2** PAY DAY (SAP)	**3**	**4**
PY Simulaiton						

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Issue Disposition

Category	Closure planned prior to PP3	Closure
Break-Fix	Yes	Project team member will resolve issue in system, provide documentation to bureau (i.e. remuneration statement) bureau confirms issue is resolved
Communication	No	Communication has been completed to the appropriate group
Configuration	Yes	Configuration and unit testing is completed. Integration validation complete.
Data	Yes	Included in cutover plan and documented method to validate conversion will be completed accurately
Post Go-Live	Yes	Work around defined (joint bureau and project), documented, communicate to appropriate groups.
Process	No	Process is defined, documented and communicated to appropriate group
Requirement	Yes	Dispostion is communicated to bureau and bureau understands decision Re-classified to Post Go-Live or Configuration. Only Anna can re-open.
Training	No	Training has been planned and delivered

FILO Post Go-live Improvement List

Area	Description	Status	Priority
AR	Fix Customer maintenance form so they upload data directly to SAP	Testing	A
AP	Fix Vendor maintenance form so they upload data directly to SAP	Testing	A
AP	Complete work on ACH format to allow City to push payments to third party vendors	Testing	A
FM	Add security to allow bureau staff who create WBS to also create related funded program; only feasible if can restrict by type of funded program.	Not Started	A
AR	Ticket 4236 - Need new report for BDS to communicate Trustee billing clearing requirements to Central Accounting. Other bureaus will benefit from this report as well.	Not Started	A
CO	Improve error reporting for application errors (A) on interim interface for GLI-Payroll from IBIS to SAP. Results for PPE 12/10, had > 13,000 lines tagged with application error while underlying problem was master data for ~ 45 WBS elements. Received 5 generic error messages (e.g 'For acct assignment element 'Grant' the value BLANK/SPACE is invalid ; Balancing field Fund" in line item 268 not filled"' on header lines rather than specific records causing error.	Not Started	A
CO	Implement activity allocation functionality -dependent on development of enhancement and HCM go -live.	In Process	A
AP	Complete 1099 testing and reporting for current and future year's	In Process	A
MM	Fix contract form so it prints to a pdf file automatically upon final release.	Not Started	B
CO	Phase in use of more complex settlements - settling to to multiple objects; Evaluate order types that other orders are allowed to settle to.	Not Started	B
GM	Convert the custom user fields on the internal order master data (GMEX & GMPT) to validate against the appropriate values. This will allow the user to valdiate the correct grant, sponsored program and funded program are selected.	Not Started	B
GM	Create GM budget upload program from excel spreadsheet. (The logic for this is defined in the IBIS budget conversion program) adapt this program to read excel input.	Not Started	B
FM	An interface/download needs to be created to provide Drew Barden with budget and actuals data to construct his monthly financial outlook. The complexity of the download does not allow him to retrieve the data in the specified format through existing SAP reports. Using existing SAP reports will require multiple exports and/or further manipulation in Excel to provide the proper format for upload to his forecasting model.	Not Started	B
AR	Risk bureau needs a way to see payments received. Since they have receivables that cross bureaus, there is no good way to summarize payments in an easy report format. We may move this to "preferred" priority after reviewing further.	Not Started	B

1/7/2009