## EBS PAC Meeting

**Date: 5/7/09**
**Time: 10:30 A.M. – 12:00 P.M.**
**Location: EBS West Conference Room**

### Agenda
Review status of PP3 entry, payroll and validation, review key tasks in the post go live support plan, review key project due dates, accountability/time approval subcommittee report, and bureau readiness, including dashboard.

### Parallel 3 Testing
Bruce Theurer reported on the status of parallel 3 testing. The variances appeared to be predominantly time entry related. We need to close time entry errors as part of Bureau PP3 signoff, and confirm that time entry issues have been addressed. We will want confirmation from the bureaus that the timekeepers understand how to do time entry for variances in PP3 that were time entry errors. If your bureau did not participate in PP3 and have questions or concerns about time entry, please let us know.

### HCM Support Plan
The support plan is similar to FILO. Support contacts will be the first level of support. We are working on initial time entry support centers and assigning bureaus to specific times/days. Also finalizing the details on how to resolve check errors at go live.

### Issue Disposition
The Project continues to work on resolving and closing issues. There are 219 issues (199 closed, and 20 open). The PP3 bureau validation issues will be transferred to the issues log as soon as they are identified.

### Project Schedule
- PP3
    - Bureau Validation           5/4 – 5/15
    - PP3 Issue Resolution     5/18 – 5/29
    - Cost object demonstration   5/18 – 5/29

- Training
    - Make up courses        4/27 – 5/1
    - Level 2 courses         5/4 – 5/26

- Interim time process
    - Dry run               5/14 – 5/27
    - Assessment          6/1 – 6/5

- Cutover Activities            6/5 – 7/2
- Go-Live Decision (Joint ESC/PAC)   6/11

### Accountability/time approval
The PAC sub-committee is working on options for time approval. The OCM team sent out a quick survey to collect information on your bureau's time approval process.

**Bureau Readiness**

Jane Braaten reported on bureau readiness.

- Training continues for Personnel Administrators and Timekeepers. In addition, on-the-job trainings are being conducted with small, specific groups of people, such as BHR, and Accounting. Level 2 Training and Go Live Support Center attendance is required for system access. The support center will immediately be following go live. Bureaus will also be able to self enroll in support centers for time entry.

- Management assessment of time entry readiness. Three areas management can explore: 1) management discussion with supervisor how proficient are timekeepers when they come back from Level 2 Training; 2) are there areas of over confidence resulting in time entry errors, slow down and check their entry; and 3) are they clear on directions on using the system.

- Time Entry Readiness Checklist (handout)

- Dashboard (handout)

## Time Entry Readiness Checklist

**Report Date: 05/07/09** — Time Entry Readiness Checklist Report for Bureaus in Group 1-Timekeeper and/or Group 2-Interim Timekeeper

| Bureau | Group 1 - Timekeeper | | | | Group 2 - Interim Timekeeper | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Timesheets adapted for TK input into SAP? | Communication of timesheet & process changes planned? | Communication completed? | Dry run completed? | Interim process for time entry determined? | Timesheet created? | Communication of timesheet & process changes planned? | Communication completed? | Dry run completed? |
| Auditor's Office | Yes | Yes | Yes | Yes | N/A | N/A | N/A | N/A | N/A |
| BDS | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| BES | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No | Yes |
| BHCD | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| BOEC | No | Yes | No | Not participating | N/A | N/A | N/A | N/A | N/A |
| Cable | Yes | Yes | No | No | N/A | N/A | N/A | N/A | N/A |
| City Attorney's Office | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Council Offices | Yes | Yes | Yes | N/A | N/A | N/A | N/A | N/A | N/A |
| Fire | Yes | Yes | No | Not participating | N/A | N/A | N/A | N/A | N/A |
| FPD&R | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| Government Relations | Yes | Yes | Yes | Not participating | Yes | No | Yes | Yes | No |
| Human Relations | Yes | Yes | Yes | N/A | N/A | N/A | N/A | N/A | N/A |
| OMF-Accounting | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| OMF-BHR | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| OMF-BTS | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| OMF-Business Operations | Yes | Yes | No | No | Yes | Yes | Yes | No | No |
| OMF-Financial Planning | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| OMF-Purchases | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes | No |
| OMF-Revenue | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| OMF-Treasury | N/A | N/A | N/A | N/A | Yes | Yes | Yes | No | No |
| ONI | N/A | N/A | N/A | N/A | No | Yes | Yes | No | No |
| Parks | Yes | Yes | No | No | Yes | Yes | Yes | No | No |
| PBOT | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No | No |
| Planning & Sustainability | Yes | Yes | No | No | Yes | Yes | Yes | No | No |
| POEM | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes | No |
| Police | Yes | Yes | Yes | No | N/A | N/A | N/A | N/A | N/A |
| Water | Yes | Yes | No | No | Yes | Yes | Yes | No | No |

**Dashboard**

### HCM - Bureau Readiness Dashboard — 30-Apr

| 30-Apr | BES | Parks | BDS | PBOT | Water | Police | Fire | BOEC | FPD | B Ops | Acct | Rev | BHR | BTS | BHCD | Pur |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Issue Resolution | | | | | | ↑ | | | | | | | | | | |
| Testing | | | | | | | | | | ↑ | | | ↑ | | | |
| Timekeepers | | | | | ↑ | | | | | ↑ | | | | | | |
| Business Process | | | | | | ↑ | | | | | | | | | | |
| Data Conversion | | | | | | | | | | ↑ | | | | | | |
| Interfaces | | | | | | | | | | | | | | | | |
| Go Live Support | ↑ | | ↑ | | | | | | | | | | | ↑ | | |

| Completed/On Track - Green | Yellow - Some Risk | Red - High Risk |
|---|---|---|

### HCM - Bureau Readiness Dashboard — 7-May

| 7-May | BES | Parks | BDS | PBOT | Water | Police | Fire | BOEC | FPD | B Ops | Acct | Rev | BHR | BTS | BHCD | Pur |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Issue Resolution | | | | | | | | | | | | | | ↑ | | |
| Testing | | | | | | | | | | | | | | | | |
| Timekeepers | | | | | | | | | | | | | | | | |
| Business Process | | | | | | | | | | | | | | | | ↑ |
| Data Conversion | | | | | | | | | | | | | | | | |
| Interfaces | | | | | | | | | | | | | | | | |
| Go Live Support | | | | | | | | | | | | | | | | |

| Completed/On Track - Green | Yellow - Some Risk | Red - High Risk |
|---|---|---|

### General Comments:

1. Some bureaus have open issues, many that are process related, that need to be resolved.
2. There are concerns that the go live support plan is not complete and will not provide timekeepers with adequate support.
3. Bureaus are still waiting for information and training on some of the central processes.

### Next Meeting:

PAC meeting:  Thursday, May 14
Joint ESC/PAC meetings:  May 28 and June 11

# Schedule for May

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| **3** MAY | **4** | **5** | **6** | **7** | **8** | **9** |
| | | | PP3 Validation | | | |
| | | Level 2 Training | | | | |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| | | | PP3 Validation | | | |
| | | Level 2 Training | | | | |
| | | | | Time Entry Dry Run | | |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| | | | PP3 Issue Resolution | | | |
| | | | Level 2 Training | | | |
| | | | Cost Object Demos | | | |
| | | | Time Entry Dry Run | | | |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| | | | PP3 Issue Resolution | | | |
| | Level 2 Training | | | | | |
| | | | Cost Object Demos | | | |
| | Time Entry Dry Run | | | | | |

# Schedule for June

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| **31** | **1** JUNE | **2** | **3** | **4** | **5** Deadline for IBIS changes to HR/ Central Payroll | **6** |
| | | | Time Entry Assessment | | | |
| **7** | **8** | **9** | **10** | **11** Go Live Decision — Final HR transactions in IBIS | **12** Final IBIS Time Entry | **13** Pseudo Payroll — Final IBIS Payroll |
| | | | | | No PA Transactions into SAP | |
| **14** IBIS Data Available | **15** | **16** | **17** | **18** PAY DAY (IBIS) | **19** | **20** |
| | SAP Downtime - includes FILO | | | | | |
| | Data Conversion | | | | SAP Time Entry | |
| | No PA Transactions into SAP | | | PA Entry Begins | | |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| | | SAP Time Entry | | | | |
| | | | | | PY Processing & Corrections | |
| **28** | **29** | **30** | **1** JULY | **2** PAY DAY (SAP) | **3** | **4** |
| PY Processing | PY run in SAP | | | | | |

**Time Entry completed by 5pm on 6/25.**

4