



## EBS PAC Meeting

**Date:** 7/23/09

**Time:** 10:30 A.M. – 12:00 P.M.

**Location:** EBS West Conference Room

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### HCM Stabilization

Bruce Theurer reported on the status of the HCM helpdesk tickets, the payroll results from the second payroll cycle in SAP, including the high number of off-cycle checks, and the continuation of the support centers and daily calls.

- **Help Desk Tickets**

HCM Total Tickets: 610

Open tickets: 105

- Has been as high as 172
- Focus by team to get resolutions

- **Focus Altiris tickets on issues! Do not submit:**

1. "How to" requests (influence your organization to use the support centers)
2. Issues that can be resolved in the bureau (i.e. time entry mistakes that do not require an off-cycle check)

- **Payroll**

The July 16<sup>th</sup> payroll was executed on schedule.

- **Off Cycle Checks**

There was a high level of off cycle check requests this last pay period.

- Off-cycle checks since July 18<sup>th</sup>: 260

Majority are two types:

Expected (retirements, separations, etc)

Time entry errors

- See separate page for number of checks by bureau (handout)

The high number of off-cycle checks is consuming the team's time that could be used on issue resolution. Bruce asked the PAC to work with their team to reduce the number of off-cycle checks due to time entry errors and encourage your timekeepers to utilize their time support contact and/or the support sessions.

### Next Steps

Bruce reported on the upcoming payroll, and the post go live work for FILO and HCM.

- **July 30<sup>th</sup> Paycheck**

- PA transaction cutoff is 7/21 – Done.
- Time Entry cutoff is 7/23. 5pm
- Third paycheck in the month. No benefit deductions in this paycheck.

Bruce reminded the PAC that bureaus must have required documents for personnel actions approved by BHR in order to execute in SAP. We have to be in front of the system and plan ahead for processing personnel actions – for example, new hires need to be in the system before they start work. Otherwise, without a PERNR, BTS cannot give them access. To help bureaus meet these PA deadlines, Bruce said a communication will be going out shortly on the process and the impacts.

- **Post Go Live Work**

The PAC will help the EBS Project teams prioritize the post go live work moving forward. Bruce reviewed the prioritization process with the PAC:

1. Identification of improvements, required changes – does not include break/fix items
2. Initial prioritization by the team
3. Impact analysis by team – sizing how big it is and how much effort is required
4. Team recommends to the PAC a list of priorities
5. Advisory Committee approves/re-prioritizes – PAC will review the list (get feedback from their bureaus), and will come back at the following meeting with their decision (Approve or Re-prioritize items)

BTS suggested to Bruce that the PAC be provided with information from the team's impact analysis in order to help them with their decision.

- **Support Work**

- FILO improvement list (handout)
  - 135 identified items
    - 25 items completed to date
    - 32 items prioritized
- HCM improvement list (handout)
  - Consolidating and cleaning list

Bruce reported that the FILO team has had an opportunity, now that they are more stable, to prioritize their list and move items forward. The HCM team, on the other hand, is still focused on stabilizing the system and processes so it may be two or three months before they can be at a production level on their improvement items.

In response to Fire's question on how do you get on the list? Tom pointed out that the items identified on the HCM's initial list come from various sources, i.e. Consolidated Issues Log, helpdesk tickets, and deferred requirements which currently have workarounds in place. If you have a business need or requirement that you do not see on the list, you can report that to Bruce.

Parks said management needs access to time reports and quota information. Timekeepers are too busy. Water and PBOT said they need authorization in the system to review time and costing information being entered. Water noted that time is being charged to cost centers and not capital projects. We cannot verify time is charged appropriately without the ability to view time.

Bruce instructed the PAC to articulate your reporting requirements to the team, i.e. 1) quotas, 2) charged to, and 3) time entered correctly. Anna Kanwit will be providing the PAC with the template their bureau uses to identify their business requirements to the team.

Bruce reminded the PAC that the system upgrades this fall will take priority over the support work. A plan will be communicated to the PAC and the bureaus that will need to be involved in the process.

- **Summary**

- Overall progress for HCM has been very positive.
- Need to continue to stay focused and push toward stabilization

### **Next Meeting**

PAC Meeting – August 13 at 10:30am

Issue #	Module	Consultant	Time Estimate	Task	City Staff	Priority	Date Approved
141	AP	Manish Keekatil	39	Configure vendor master record so that confidential bank information fields will not display in transactions FV60, FB60, FBV0, & MIRO. Currently bank account & account name display when parking or posting invoice for vendor with this info in the vendor master record			6/23/2009
120	AP	Manish Keekatil	14	Create New Vendor Account Group	Phil Marchbanks	AP .5	Testing
					Phil Marchbanks	AP .75	6/23/2009
121	AP	Manish Keekatil	23	Update transaction ZVR1 - vendor master request form to include the new account group - ZVNV - No value contract vendors	Phil Marchbanks	AP1	6/23/2009
71	AP	Manish Keekatil	40	Report listing posted invoice documents with no pdf attachment - needed by Central Accounting to speed up payment run reviews and ensure process compliance (write functional specs to include attachment field to doc display)	Phil Marchbanks	AP2	
122	AP	Manish Keekatil	43	Ticket 25769 - AP vendor clearing role can't release (clear) escrow retention documents with transaction F-44. Is this a document authorization error? (Does this role have POST document authorization?)	Phil Marchbanks	AP4	
123	AP	Manish Keekatil	49	Ticket 31867 document authorization issue - bureau users should only be able to park JEs but can also post JEs	Phil Marchbanks	AP5	
124	AP			Standard ACH credit vendor payment for PERS - no addendum needed. Has been tested using RFFOUS_T but may be required to use PMW	Phil Marchbanks	AP6	
113	AR			4. RRB billings currently post revenue to misc rev 475100 or gov cost sharing accts. Bureaus want revenue to go to specific revenue accounts. This is difficult due to config requirements for DIP profiles, Item categories, etc. Is there another way to obtain the revenue accts?	Donna Shalkowsky	AR2	6/23/2009
32	AR	Craig Sehanne	16	15. Change Aging report to enable hotspots on document numbers	Donna Shalkowsky	AR3	
39	AR			5. Improve functionality of the Aging report so that bureaus who have activity performed by other bureaus (such as BDS or Risk) appear when Business Area is selected	Donna Shalkowsky	AR3	
52	FM	Craig Sehanne		The city needs to be able to identify direct and indirect costs to facilitate the application of overhead costs and the federal indirect cost plan. This need was addressed in the development of the functional areas however it requires that bureaus assign low level functional areas to all costs but many bureaus plan to utilize high level functional areas. In addition, groups will need to be built in SAP to accumulate direct and indirect costs.	Cindy Delozier	FM01	

Issue #	Module	Consultant	Time Estimate	Task	City Staff	Priority	Date Approved
75	FM	Craig Sehannie	52	Enhance City budget reports (Y_DRP_630000xx) to retain correct column headings when e-mailed to other users via SAP message ( using menu path Reports-Send). System currently allows users to do this, but column labels on report are incorrect.	Cindy Delozier	FM02	6/23/2009 Testing
33	FM	Craig Sehannie	50	Add an additional security role to allow specific bureau personnel to access FMBB. Bureaus would be limited to budget transfers only, and would not be able to post documents (only prepost). Transactions will be reviewed and posted by FPD staff.	Cindy Delozier	FM03	
44	FM	Craig Sehannie	19	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.	Cindy Delozier	FM04	
139	MM			Purchase requisition # 14000030 needs to be resubmitted. Two items #10 and 20 release was denied and flagged for deletion. Purchase requisition is outstanding and needs to be approved.	Anne Hawley	MM-1	
66	MM	Glen Kutsovsky	89	Develop business process for reviewing, adding and closing Material Groups and configuring new ones to correct G/L accounts - see Item 85	Anne Hawley	MM2	6/23/2009
129	MM	Glen Kutsovsky	28	Release strategy reset issue in purchase requisitions that have already been technically released, but continue to show up as needing Approver 1 release in approver's inbox . When they try to do this the system returns message "Release not in effect"	Anne Hawley	MM-3	6/23/2009
37	MM	Glen Kutsovsky	32	Fix contract form so it prints to a pdf file automatically upon final release.	Anne Hawley	MM-4	
87	MM	Glen Kutsovsky	36	Make view (V_024) for Purchasing Group maintenance editable via transaction OME4 instead of requiring transport for changes.	Anne Hawley	MM-5	
50	PS	Madhu Pemmaraju	86	If overhead calculations cannot be completed in HCM, Phase in use of Costing Sheets & Capitalized Interest; using JE's at go-live, thru HCM go-live (Option to post to same WBS of one specific)	Chan Aaby	PS01	
132	PS	Madhu Pemmaraju	39	Prevent costs (accts 5xxxx & 6xxxx) from posting to 7 digit WBS Elements (Revenues must be allowed to post)	Chan Aaby	PS02	6/26/2009
131	PS	Madhu Pemmaraju	36	Running report S_ALR_87013543 for all Bureau Projects, report cr	Chan Aaby	PS03	6/26/2009
49	PS	Madhu Pemmaraju	68	Convert WBS Elements Custom User Fields to validation fields, in the manner in which they are being used with the Rule Based Automatic Distribution (RBAD).	Chan Aaby	PS04	
130	PS	Madhu Pemmaraju	40	Implement Expense Projects	Chan Aaby	PS05	
7	AP			Implement Project Systems reports using BI capabilities	Chan Aaby	PS06	

Issue #	Module	Consultant	Time Estimate	Task	City Staff	Priority	Date Approved
51	PS/AA	Madhu Pemmaraju	40	Report to aid with the deletion of AUCs, once a project status has been set to "Complete".	Chan Aaby	PS18	
147	AP			Ticket 36073 - document authorization error - AP bureau processor cannot use doc type KA with transaction F-54. Work around - Central Acct AP Vendor Clearing role can clear vendor down payments using F-54 without doc auth error (Related to 123)	Phil Marchbanks	AP	7/8/2009
148	AA	Manish Keekatil		Asset Transfer Transaction (ABUMN) is using wrong account (Contra Asset - Full Accrual) and needs to be updated using a different account (possibly revenue-4xxxxx, expense-5xxxxx or interagency-6xxxxx). Because some transfers will need to move cash between funds, we will also need to use this same transaction, but without any offsetting account. Both processes are desirable to be perform using the same trans code, with only modifying TTY or something.	Chan Aaby	AA02	7/9/2009
74	FM	Craig Sehannie	29	Review and correct FM config related to encumbrance and budget carryover	Cindy Delozier	FM .5	7/13/2009
None	FM	Craig Sehannie	53	Assist with Year-end Activities	Cindy Delozier	Immediate	7/17/2009

No	FN Area	Priority	Description	Approximate Date Needed	Submitted by:	Bureau Contact	Disposition:
1	2=PA	2=Medium	Custom report for BHRQA Team. Should allow direct unlock access to IT0008 and include old and new data for each infotype	9/1/2009	Sue Campbell		
2	1=OM	1=High	BRASS Interface	?	Sue Campbell		
3	1=OM	2=Medium	Org Publisher	10/1/2009	Sue Campbell		
4	1=OM	3=Low	Pilot program for Bureaus to update own OM data - Police? BOEC?	11/1/2009	Sue Campbell		
5	5=PY	1=High	Clothing allowance Police - Upload IT 15 and also time config. Change for future periods	2nd pay period in August	Yesim Inanc		
6	3=TM	2=Medium	Permanent solution for Non-Minimum Overtime PP3 issue 54 (cons.issue 231)		Yesim Inanc		
7	4=BN	3=Low	Complete Ad-Hoc Query reporting for New Hires, Status changes, etc. (Benefits)	8/15/09?	Tanya Morsberger		
8	4=BN	3=Low	Complete Ad-Hoc Query reporting for New Hires, Status changes, etc. (PERS)	8/15/2009	Tanya Morsberger		
9	4=BN	3=Low	Complete Ad-Hoc Query reporting for New Hires, Status changes, etc. (Deferred Comp)	8/15/2009	Tanya Morsberger		
10	4=BN	3=Low	Work on completing more testing on the customized report for Report of Hours	8/15/2009	Tanya Morsberger		
11	4=BN	1=High	Work on new process/configure PERS Splits problem for new enrollee/Return from leave	8/1/2009	Tanya Morsberger		
12	4=BN	1=High	Interface processes for ING, BHS and PERS- need process for off cycle and on-demand checks and to coordinate these between PY and the interface deadlines	8/1/2009	Tanya Morsberger		
13	4=BN	3=Low	MSS rollout	2009-2010?	Tanya Morsberger		
14	5=PY	2=Medium	Reconfigure LTD & Domestic Partner Earnings/Deductions	8/01/09?	Amy Cornell		
15	5=PY	3=Low	Check summary custom report that is sorted by Bureau	8/15/2009	Amy Cornell		
16	5=PY	3=Low	#38666 Create a report to show an award has been added to a check.		Schneider	Brit Kramer	
17	4=BN	2=Medium	Track Rehire letters sent to Seasonal Maintenance Workers	?2010	Monica Borden-Ooley on behalf of Vicki Arch	Vicki Arch	
18	2=PA	3=Low	Use IT0028 Internal Medical Service to track Physical Capacities Testing	?2010	Monica Borden-Ooley	Kathy Robertson	
19	2=PA	3=Low	Employee Action Notifications (e-mails) to Central Bureaus like BTS, Benefits, BHR and Central Payroll	?2010	Monica Borden-Ooley	Anna Kanwit?	
20	2=PA	3=Low	Allow Separating employees to complete Exit Interview via ESS	?2011	Monica Borden-Ooley	Anna Kanwit/Gail Thompson	
21	2=PA	2=Medium	Possible conversion of VETs 100 data from SIGMA into SAP for EEO reporting	Fall 2009	Monica Borden-Ooley	Joseph Q/Snow Buchanan	
22	6=Other	3=Low	Qualifications Catalog for Bureau tracking of required certifications		Kate Schmidt	BES, PDOT, BDS	
23	2=PA	2=Medium	Allow SSN Search for Central Bureau providers like BHR and Payroll	Fall 2009	Monica Borden-Ooley	Anna Kanwit	
24	5=PY	2=Medium	Determine if some configuration can assist Central Payroll in managing IT0057 Union Dues as the result of employee movement	Fall 2009?	Monica Borden-Ooley	Norma Romero	
25	2=PA	2=Medium	Custom report for HR Class Comp.	ASAP	Mark Schackart	Nicolle Wynia-Eide	
26	3=TM	1=High	Custom report for FMLA Coordinators	ASAP	Mark Schackart/De Ann Kamish	Judy Bishop/HR	
27	2=PA	3=Low	Custom report for HR AA DD		Mark Schackart	Snow Buchanan	
28	2=PA	2=Medium	Custom report for HR E/LR annual sick and vacation leave usage		Mark Schackart	Maureen Weber	
29	5=PY	1=High	Custom report for OMF/Risk annual actuarial	ASAP	Mark Schackart	Jean Madden	
30	2=PA	2=Medium	User exit to prevent COLA program from increasing employee's salary above range max (ees in grades)	March, 2010	Kate Schmidt	Kate Schmidt/ David Rhys	
31	2=PA	1=High	User exit for employees in Scales to prevent entering off-step rates, but still allow for prorated salaries for less than fulltime employees	ASAP	Kate Schmidt/Sue Campbell	Elizabeth Haynes/ Anna Kanwit	
32	1=OM	2=Medium	Use of Positions statuses to create and approve positions - including workflow for approvals (bureaus create & submit, FPD approve some infotypes, BHR approve others, BHR activates)	2010	Kate Schmidt/Sue Campbell	Elizabeth Haynes/ Anna Kanwit	
33	2=PA	2=Medium	Audit reports for Class/comp - red circle, specl assignment, etc	Fall 2009	Kate Schmidt	David Rhys/Kate Schmdit	
34	3=TM	1=High	BHR determine which day holiday should fall for employees where currently holiday falls middle day of 3 days off (or 4 days off for Water Bureau employees). After determination by BHR may require configuration.	Before Sept 7, 2009 holiday	Sandra Lillard	Anna Kanwit	
35	3=TM	2=Medium	BHR determine what constitutes a 24/7 work unit in consultation with bureau.	Fall	Sandra Lillard	Anna Kanwit	
36	3=TM	2=Medium	Custom report for bureaus to track comp time hours charged to costing elements. Current work around means running two reports and then performing a journal entry. Investigate if this can be incorporated into one report.	Early 2010?	Sandra Lillard		
37	5=PY	3=Low	Is the City going to continue to allow the sale of Tri-met passes upon seperation to other Benefit eligible employees? If so how is that going to be done in SAP?	ASAP	Sandra Schultz	Rod Morales	
38	5=PY	3=Low	Bureau of Labor wants Payroll to begin doing a worksite report	Early 2010?	Sandra Schultz	Rod Morales	
39	3=TM	3=Low	FPDR TM Interface Additional Selection Criteria		Tom Schneider	Sheri Miller	

40	5=PY	1=High	SAP should be configured to have garnishment case numbers printed on garnishment checks	ASAP	Norma Romero	Rod Morales	
41	3=TM	2=Medium	All employee quota balances to be displayed to employees not on ESS.	25/2009 pay period	Tom Schneider		
42	5=PY	1=High	Provide payroll information to FPDR for fiscal year end reporting for the period 6/11-30/2009.	ASAP	Norma Romero	Sheri Miller	
43	3=TM	3=Low	CTA Auditing Reports			Beth Van Aernem/Kanwit	
44	3=TM	1=High	Structural Authorizations down to the Org. level		Tom Schneider	Anna Kanwit	
45	3=TM	1=High	FMLA Workbench		Tom Schneider	Anna Kanwit	
46	3=TM	1=High	Additional FMLA/OFLA TM Codes identified by BHR		Tom Schneider	Anna Kanwit	
47	3=TM	3=Low	Issue 38373- A new absence type similar to DHOL that will trigger FMLA usage. The FMLA entitlement and usage can be tracked in the FMLA Workbench.		Tom Schneider	Jenny Melius	
48	5=PY	1=High	Aliquant interface-delimiting IT0014 after transfer between personnel subareas	ASAP	Tom Schneider	Anna Kanwit	
49	6=Other	2=Medium	Erecruit implementation		Tom Schneider	Anna Kanwit	

### OFF CYCLE CHECK REQUESTS

Off Cycle Date	Off Cycle Total	Bureau 1010 Env Serv	Bureau 1020 Fire	Bureau 1040 Housing	Bureau 1070 Comm#3	Bureau 1090 Attorney	Bureau 1100 City Auditor	Bureau 1110 Sus Dev	Bureau 1120 Trans	Bureau 1130 Water	Bureau 1140 Planning	Bureau 1150 Police	Bureau 1160 Parks	Bureau 1210 Dev Serv	Bureau 1240 OMF HR	Bureau 1250 OMF BTS	Bureau 1260 Purchas	Bureau 1280 OMF Rev	Bureau 1290 OMF CAO	Risk Checks	
06/18/09	2	1					1														
06/19/09	1								1												
06/23/09	6												6								
06/24/09	5								1	2										2	
06/25/09	11		1						1		1		2	6							
06/26/09	1												1								
06/29/09	11		11																		
06/30/09	43	1	8	2			1	4		3	10	2		8	1					3	
07/02/09	39	1							2	1	4	7	9							3	12
07/06/09	9	1							1	1			4	1						1	
07/07/09	9								1	1	1	2	2		1					1	1
07/08/09	2	1																			1
07/09/09	3	1	1										1								
07/10/09	2		2																		
07/14/09	1												1								
07/15/09	2																				
07/16/09	25	1				1	1	1	1		9		1			1			1	1	1
07/17/09	53	1	1		4				5	1	5	7	21	1			1			1	8
07/20/09	13										2	1	9								6
07/21/09	13	1							2			3	6								1
07/22/09	9		3							1		1	2			1					1
07/23/09	0																				
07/24/09	0																				
07/27/09	0																				
07/28/09	0																				
07/29/09	0																				
<b>Total</b>	<b>260</b>	<b>9</b>	<b>27</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>15</b>	<b>10</b>	<b>32</b>	<b>23</b>	<b>65</b>	<b>16</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>31</b>	