Program Advisory Committee Meeting

Date: 02/25/10
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS West Conference Room

Work Plan

Bruce opened the meeting with an update on the work plan and the support team's progress:

- Break/Fix – The Team is continuing to work the tickets. The number of tickets remains high (247 currently). Many are in the time area that needs a lot of testing to assure the fix does not affect other integrated areas in an adverse way.
- 2010 Labor Contract Requirements – ongoing
- 1099 file-WIP
- W-2 file –Done
- Multiple Worksite Report-BLS 3020 – Done
- Paycheck Remittance Display-WIP with estimated completion by 2/28
- Purchase Order form update –WIP with estimated completion by 3/7(date pushed out from 2/28)
- New Asset Class – WIP with estimated completion by 3/19 (date pushed out from 2/28)
- Payroll Reviewer for time Keeper –WIP with estimated completion by 3/17(date pushed out from 2/28)
- Expand Internal, Order functionality (2) –WIP with estimated completion by 3/14
- AP Report Enhancement – WIP- Delayed due to issues with 1099 file
- PERS Year-end Reconciliation Report –WIP - 3/31
- City EEO/Affirmative Action Data-WIP with estimated date of deployment 3/31
- Costing sheets-WIP 4/30
- Benefits Deductions Audit Report – WIP with estimated completion by 4/30
- 202- Custom Report –EEO 4 Survey Reporting for EEOC –WIP 4/30
- City Sick Leave Report –WIP 4/30
- Capitalized Interest –WIP with estimated completion by 6/30
- FMLA workbench and Reports – WIP with estimated completion by 6/30
- ESS Deployment- WIP with estimated completion by 2/18 –Already underway with some Bureaus

Change Requests

Bruce reported the following on change requests:

- FILO/MM enhancement contract report to show remaining balance –WIP with estimated start date of 1/10
- Budgeting to Statistical Internal Orders(2) – estimated start date of 3/1 (change from 2/22) Andrew Scott requested this change but might be pulled at his request
- Custom Report for Position Data –WIP- May
- Grant-Budget upload –WIP
- Rewrite TM-FTI-CATS time entry Maximo interface –TM
- Working out of class-auto fill –in Value Basis rates –TM
- Working out of class –TM /PA
- Time Worked vs. Expected hours Report –TM
- Actuarial Report – PY

- Change Mandatory Field in Outline agreements –MM
- FM Reporting Accrual Exclusion –FM
- Contract Security –Change Access –MM
- Absence and attendance Codes -TM
- PY Clearing Acct 11097_FAGLL03 & Payroll Check reg- GL
- Add Wage type /First payment of time loss -PY
- Official Personnel File-PA
- Search by SSN(OBPA) –PA
- Public Works Permit Fee Structure Change (Ord 183419)- AR
- SAP Accounting Reports for all bases of accounting –GL-FI-FM
- TM interface Part Time and Military Leave -TM

Other Work
Bruce reported the following on other work of the SAP support team:
- ➢ New Prioritized Change Requests:
  None at this time until the PAC Sub committee meets again on 3/8/2010 (the second Monday of every month).
- ➢ Change Requests needing Additional Research:
  - Automation of represented salary increase –PA
  Note that FPD & R Interface –TM, and TM Interface Part Time and Military Leave – TM were both removed because they are duplicates)
- ➢ New Functionality
  - Loan Servicing for PHB (4 interfaces) -7/1
  - Business Objects (Bobj) 7/10

Bruce noted that Marty Scott is retiring soon but will return to work part time and will be in charge of these two items. The goal is to finish these by July 10th which is the reporting deadline date for ARRA to the Federal Government. Additional updates will come in March.

Discussion
Fred Kowell commented that perhaps the change request of budgeting to Statistical Internal Orders could be done through Business Objects. Bruce responded that it may be a possibility but that our first priority with Bobj is for ARRA.

Jim Hagerman asked when we will have a formalized process for new functionality. Bruce responded that we are working on this and will communicate to the PAC when this process is ready.

Paycheck Remittance Display
Bruce noted the following regarding the display:
- ➢ March 11th will be the next online pay advice
  - Time keepers will have access to the online statements for their Bureau employees
  - Pay period dates have been moved to the top
  - Additional quotas have been added (sick leave, deferred holiday and garnishment details will be rolled up).   The decision to roll up the garnishment details for multiple garnishments was based on legal advice because we do not wish to show the specificity of why there is a garnishment.
- ➢ Future planned changes for the Display:
  - Comp Time Earned will be added to hours and earnings box (accumulator requires configuration)
  - YTD accumulators will be added for IBIS Retro adjustments and Union Dues
  - Unpaid absences will be unrolled from "Other Payments"

Discussion
Jane Braaten asked if there will be a communication to the time keepers. Bruce responded that there would be a communication telling them of their access and giving them instructions. Jane also asked if the display will show

YTD (year to date) accumulator balances. Bruce replied that this may require a calculation and right now all this function is doing is pulling the data from SAP tables.

PY Reviewer Role for Time Keeper
Bruce reported the following:
- Role has bee created
- Training is under development
- Training will roll out by 3/17

Discussion
Bruce commented that hopefully the training spots would be limited to 16 so there is only one session. He pointed out that the training should only be for one or two individuals for the larger Bureaus and the smaller Bureaus may not want or need to send anyone. He stated this is just for those individuals that have been assigned to the role. Teri Williams stated there may be a need for more than 16 people. Bruce stated that adjusts would have to be considered.

Anna Kanwit mentioned that Spring Break was the week of March 22nd and employees may be on vacation, which may affect the date of training classes. Bruce stated he would take note of that.

Other Topics

- <u>Risk Management Demo</u> – Demo is set up for March the 3rd in room B, 2nd floor of the Portland Building. Bruce will send out an email but there will not be a calendar invitation sent. This demo involves incident management and process integration (with the claims side). Both of these are new functionality and not changes. Bureaus can send process owners or attendees that are involved in these areas or how it integrates with HR / finance. Bruce cautioned that there is a space constraint and is not a wide open invitation for large numbers of employees. Bruce noted that FPDR will have a specific follow up session in the afternoon on the 3rd of March which will be a conversation on what is our business process.
- <u>PAC Meeting frequency</u> - Bruce asked the PAC members how often they wished to meet in the future. Most members agreed that once a month was reasonable and if necessary additional meetings could be scheduled when a need arose. Bruce stated that the ESC meetings followed the same process. Jack Graham and Anna Kanwit noted that the PAC Sub committee meets on the first Monday of every month before the PAC meeting so the timing works well. Jane Braaten pointed out that the change management meetings occur on the 3rd Wed of every month and that timing works well also.

It was decided to meet once a month beginning in March 2010 on the 2nd Thursday of every month from 10:30 AM to noon in the EBS West Conf Room, 14th floor of the Portland Building with the caveat that when additional meetings are needed they will be scheduled.