

# Meeting Notes



## Program Advisory Committee Meeting

**Date:** 05/20/10

**Time:** 10:30 A.M. – 12:00 P.M.

**Location:** EBS West Conference Room

---

### Work Plan Update

Bruce opened the meeting with an update on the work plan and noted that this is reviewed each week in our staff meetings:

- Break/Fix/Maintenance-
  - Altiris Tickets

The number of tickets resolved for Feb -273, March -292, April -288.  
The number of tickets received for Feb – 292, March -298, April -290.  
Current open tickets for Feb – 270, March -267, April -284 (250 were incident Access and Misc.)  
Filo tickets -19, HCM tickets -265) –This indicates that FILO has returned to pre-year end levels and is stable.
  - Planned changes post-patching (6/10)

Bruce reported that no changes were being processed through the system right now due to patching. Planned changes post-patching will be done 6/10 and will include leave accrual corrections (which will close 22 tickets) and shift differential (which will close 12 tickets). The work involved with shift differential will require around 13 different changes to the system and will affect 300 employees but is now ready to go. There will be a communication to time keepers who will receive the names of those employees who are affected.
  - System Patching

System patching started 4/27 with a planned implementation of 6/5. Sandbox, Development, and QA patching are complete. If there are problems incurred in patching then the implementation will be 6/19 instead 6/5. The PAC will be informed if there is a change. The system will be down (not available) on the Friday prior to implementation and back up on Sunday afternoon. Bruce mentioned that custom reports cause more testing. For example the ZBR1 (vendor form) broke in testing and has not worked since.

There was a snap shot taken of payroll from two weeks ago and when we reran that same payroll after patching the same results were created.

### Discussion

Fred Kowell brought up the problem that Parks has many seasonal employees and when their employment ends and starts again, the PERS deduction is not working properly. It bridged the gap as if the employee had continuous service. An Altiris ticket was submitted. Bruce stated he would look into that ticket.

### Change Requests

Bruce reported the following statistics:

- New received in May – 3, 2 Bargaining Tentative agreements which are legal and will have the highest priority. The other is Water Synergen upgrade which is interface testing.
- Completed in April - 1, which was PPA and PPOA VEBA Negotiated Changes.

- Scheduled for May – 2 , Deferred Holidays for BEOC supervisors and City EEO/Affirmative action data
- Total Open Requests - 32 (rated high)

### **New Functionality**

- Business Objects (Bobj) - Consultant is on site for architecture design and software installation. PTE RFP is out and closes next week. We will be reviewing to select the vendor.
- Loan Servicing for PHB – 7/1- AP interface is done on the SAP side, GL interface is a WIP on specification.
- On-line Recruitment (NEOGOV) - This is a hosted solution not SAP. Will update as it moves forward.
- BES Synergen Interface – Labor Costing. Will be started again after patching.
- Risk Management – seeking SAP consultant to assist with the scope.
- Lien accounting – Auditor's office needs the old application off the mainframe. We are gathering requirements.

### **Discussion**

Andrew Scott asked about when other reports with Business Objects would be available. Marty Scott stated that right now we need to focus on ARAA and once we are successful with implementing that, then we can work with BTS on other reporting tools. Where we currently have a custom report requested in SAP we can move to Bobj. Bruce emphasized that we will not have all reports immediately but eventually we can pull data for dash boards. Jane Braaten stated we will look the specific requirements needed for reporting. Bruce stated we will need a road map and that the specifics will have to be specified by the business owner as to what data is needed or wanted to be displayed. Tom Schneider stated we should determine who owns the process (FILO, HCM, other). Jane Braaten stated we may need to have the Executive Steering Committee prioritize what reports will be created first.

Teri Williams asked when MSS will be addressed. Bruce stated that he would like to present the information to the Executive Steering Committee in June. Christine Moody stated this functionality was wanted by many Bureaus.

### **Discussion Topics**

- Electronic Pay Advices- Lynne Casey stated a communication will be sent out to change agents regarding the option to go paperless.
- Identifying and tracking benefits and value the city is getting from SAP – We are interested in what are we doing differently, doing better, now and in the future. Also what are the savings to the city?
- SAP road map – SAP consultants will be engaging with the Bureaus to assist in development of a suggested roadmap.