

HCM Implementation Team
Meeting Notes
1 p.m., March 28, 2006, AD-231

Present: Boish, Covey, Cunard, Foye, Goodell, Lix, Medina, Mitchell, Moyers, Ross, Scott, Suelzle, Tavolazzi, Trivedi, Venter, Winrow

Absent: Best, Delgado, Furze

Technical Team Update: Ralph has formally requested information from ACES. ACES will give us three downloads. We plan on making use of one now, one in May or June, and one at go-live. Departments, Locations, and Chart Fields have been entered in CNV (old world version). The few corrections that need to be made should be completed by Thursday (3/30). John and Allan are working on benefits; William on positions, departments, etc.; and David on honors and awards, etc. The goal is to have all conversions loaded and unit tested by the functional folks by the third week of April.

Ralph distributed a list of all interfaces known at this point, sorted by module. He asked that Team Leads review the list and let him know of any changes by Thursday. The members of Technical Team will also review the list. After these reviews Ralph, Michael, and Veer will arrange the interfaces in a proposal priority order and forward it to Cyndie and Pat.

Ralph, Michael, and Veer are working on a similar list for modifications and hope to forward that list to Cyndie and Pat by the middle or end of next week. Once Cyndie and Pat have formalized this list, functional team members should begin writing up the design specifications.

Data Center Transition. Last weekend CMS was supposed to have moved the CNV instance from the old world to the new world and to have created two shells into which we were going to clone the new CNV to the new TST and TRN. CMS did move CNV but did not create the shells. We will not be able to test the new world CNV until Friday (which is a holiday). Cyndie suggested that functional team members keep track of the configuration they do this week in the old CNV and recreate that work in the new CNV next week. This was agreeable to the team leads. Separate links to the new environment will be sent out as soon as we receive them from CMS. If, once we are working in the new world, stability becomes an issue, please let Cyndie know as soon as possible so that she can log a remedy ticket. The assumption at this point is that SDSU will have access to the new world CNV on Monday, April 3. Cyndie, Jennifer, Ralph, and Kathi will conduct some testing before Kathi clones the new world CNV into the new world TST and TRN. The old world CNV will still be available. Team members requesting refreshes should keep in mind that refreshes cannot cross worlds, can only be from old to old or from new to new.

CMS's Data Center schedule is two months behind, and they are currently struggling with stability issues. If those issues are not resolved shortly, the delay will have an impact on the schedule for 8.9 upgrade campuses. Within the next two weeks we

should know about any change in the upgrade schedule and whether that change will have an impact on the 8.9 implementation campuses.

Loading Positions: Ben reported on the discussions that have been taking place regarding how we will be loading positions into PeopleSoft. At this point the plan is that we will use both the spreadsheet that was prepared by Budget and Finance and a spreadsheet that will result from downloading from CIRS using a modified version of the Dominguez Hills script. After department/division representatives have reconciled these two spreadsheets, Crystal in Budget and Finance will create a link between the two, and the combined spreadsheet will be maintained until go-live. Students will have to be loaded before the two spreadsheets are reconciled. Each department needs positions for each of the five/six kinds of student appointment. Another meeting will be held to outline specific tasks and a timeline to accomplish this process.

Loading Departments and Locations: Jennifer asked for input from the other team leads on the following issues:

- In Oracle the Department Name is formatted in all capital letters. For the sake of consistency throughout PeopleSoft, Veer suggested that the field be formatting in PeopleSoft in mixed case. The other team leads agreed.
- The Tree Manager includes the possibility of defining a “level” for each department office so that all college offices would be identified as college level, all division offices would be identified as divisional level, etc. This would be useful in some querying/reporting. The consensus was that levels would be defined for one division to see if doing so would be beneficial.
- Locations include a Long Description that currently contains just the full name of the building (e.g., “Administration”). It was decided that it would be a good idea to add the room number to each Long Description.

Configuration Calendar Tasks: Cyndie asked if the team leads felt that we are on schedule to complete the Configuration Calendar tasks. Various configuration tasks were discussed. Carol distributed the template of a job posting as an applicant would see it on the website. The consensus was that we are on target with activities according to the Configuration Calendar.

MarkView Conversion: Last Friday there was a conference call with folks from 170 Systems to discuss how MarkView will interact with PeopleSoft. It had been proposed by us that—instead of modifying existing workflows between MarkView and Oracle so that they would serve us in the PeopleSoft world—new workflows would be built. The 170 representatives felt the scope of the work would be better if we went the modification of existing workflows and custom view. One issue is that the current plan is for only current employees to be loaded into PeopleSoft; however, we will have need to access information in 170 on ex-employees, and the view to look up the employee

needs to “find” them in PeopleSoft. Nothing has yet been settled on this issue, and ongoing discussion is occurring.

Workforce Admin Meeting: This Thursday the Workforce Admin team will begin meeting to work on a (paper) personnel transaction form to be used as the Department User Interface is developed and on other aspects of the interim centralized/decentralized process. Approvals and security will need to be reconfigured at each step as we move from a centralized to a semi-centralized to a decentralized model.

Staffing: A meeting was held last Friday on the topic of staffing needs. Following that meeting, Ben obtained from Long Beach (a comparably large campus) the job descriptions for the positions they hired as a result of their CMS implementation. It was decided to propose to the Steering Committee that, at this point, we advertise for three temporary (with possibility of reappointment/permanency) positions to be housed somewhere in HR. In addition, we hope to have one or two retired annuitants working with us.

Communication Plan: Using information from the Project Leap files, Cyndie has prepared the first draft of an introduction-to-HCM document. Information from this document will be used on the project’s website (text for website should be going to Chris Friedl shortly) and possibly for a piece in the SDSUniverse. Cyndie intends to discuss with the Steering Committee the idea of town hall meetings (once every three weeks on a variety of topics).