

**HCM Implementation Team**  
**Meeting Notes**  
**1 p.m., April 4, 2006, AD-231**

Present: Best, Boish, Covey, Foye, Furze, Goodell, Lix, Medina, Mitchell, Moyers, Ross, Scott, Suelzle, Trivedi, Venter

Absent: Cunard, Delgado, Tavolazzi, Winrow

**Data Center Transition.** Pat summarized the current situation with the new Data Center. We can manually enter the new CNV but are unable to load tables into it. A remedy ticket has been logged for this; Pat is preparing to escalate that ticket this afternoon. We cannot run reports. It is possible that we will have a new environment as early as tomorrow. If that is the case, the earliest the functional team members will be able to access it will be Thursday morning, assuming a half-day to set up and the time Kathi needs to clone. Sheryll pointed out that 8.9 PeopleBooks is not accessible in this environment (a ticket has been logged for this as well). Pat asked team members to do what they can in the interim.

**Technical Team Update:** Ralph reported that:

- DVL was refreshed from the old-world CNV as of this morning. The Technical Team is going through it now and loading employees and chart field values. Ralph still needs to populate two run-control tables.
- John and Alan have been working hard on benefits. We have not yet received the ACES extract. Ralph will check on the status of the request.
- Ralph, Michael, and Veer are updating the list of interfaces and should be handing it on to Cyndie and Pat in the next day or two. Once the list has been prioritized, functional team members will be asked to prepare the specifications from which the technical team will develop the interface.

**Modifications.** Veer is developing a list of possible modifications with the information from the Fit/Gap documents. There more that 40. Each modification will have to be approved by Ellene. For each modification, functional team members will need to provide a justification, including cost estimates, using the Project Team Recommendation form. We hope to have all interfaces and modifications through the development process by early May.

**Functional Team Update.** Jennifer polled the team on the following issues:

- Part of configuring Self Service is indicating whether users will receive e-mail notifications about items needing action by them or whether work lists will be used (or both). We have the option to define this at the user profile level. It was decided that frequent (daily) users—such as folks in Payroll and Benefits and super users—will be defined to use work lists when they are set up. Other users will be defined to receive e-mail notifications.

- How often should the Employee Table be refreshed? The Employee Table is the result of a merger (designed by CMS) of all employee data into a single table for query and report writing purposes. It was decided that the default will be to automatically refresh the table nightly, with the possibility of doing so more frequently on an ad hoc basis during peak periods such as Open Enrollment.
- Jennifer suggested that the team use CMS configuration and business process guides as templates for creating SDSU documentation (rather than the template that Pat had previously distributed at a Team Leads meeting) because, for many of the processes, all that will be needed is the addition of SDSU-specific information rather than reinventing the entire wheel. The team agreed. When documenting business processes, it is important to include what role performs which step.

The Training Lab has been reserved for configuration activities, 9 a.m. to noon. A daily update meeting is scheduled for 8:30 to 9 a.m.

Pat asked Jennifer and Veer to include Nyla in all discussions about security.

**Consultant Staffing News:** Theresa Chan will be joining us next week. She is a testing expert, knows security, and is currently becoming UPK certified by Oracle. She will be working with all of the teams.

Veer has given notice that he will be leaving Oracle in two weeks. Pat is actively looking nationwide for a replacement.

Susan Bloom (Absence Management) and Bob Perry (Time and Labor) will be starting work on campus full time on April 24.

**Other Issues:**

**LCD and Time and Labor:** The interrelatedness of LCD and Time and Labor and the timing of each modules implementation were briefly discussed. Further discussion was postponed until after the Project Plan and Configuration Calendar have been reviewed in the next week.

**Certifications:** Three certifications will be necessary: (1) ACES for medical benefits, (2) SCO for dental, vision, and life insurance benefits, and SCO for payroll transmission.

**ATF/STF:** Sydney asked what the timeframe is for moving from a combined ATF/STF paper form to electronic workflow. Some of the functionality in the Temp Faculty module that is expected to be delivered by CMS's in May might eliminate the need for such a form for faculty appointments.

HCM Implementation Team  
Page 3 of 3  
April 4, 2006

Steering Committee Update: John Ross gave a short summary of what was discussed at last week's Steering Committee meeting. Potential repercussions for SDSU (including the May go/no go decision on SCO positions numbers) of the Data Center transition delay and possible remedies for those repercussions took up a good part of the discussion. The Steering Committee did approve the Project Team's request to begin recruiting for three generic data entry positions.