

HCM Implementation Team
Meeting Notes
1 p.m., May 30, 2006, AD-231

Present: Bake, Best, Boish, Chan, Covey, Cunard, Espineli, Foye, Furze, Goodell, Mitchell, Perry, Ross, Scott, Suelzle, Tandon, Venter, Winrow

Absent: Delgado, Lix, Medina, Moyers, Tavalazzi

Consultant Introduction: Pat introduced Clay Bake, who will be working on Position Management, Recruitment, and Workforce Development.

Team Leads Update: Jennifer, Carol, and Cyndie all commented that attending the Baseline Delivery Workshop last week was profitable.

While in Los Angeles, Sheryll and Jennifer met with representatives from the four campuses that are live. All reported slowness at the Data Center and commented on the differences between security in 8.0 and security in 8.9.

Judi reported that the Ben Admin COBOL issue has been fixed, so they are on track for integration testing. The Remedy ticket for the pre-snap shot process is being worked on. The full fix for this issue will not be released until the 030 bundle, but CMS will get it to us early. They have had another round of training for payroll and benefits staff. The Time and Labor sessions have been really productive. They have identified such serious gaps with the Rapid Time entry that it has been decided not to use it. The Library is planning to go live with us in PeopleSoft with an electronic feed; David has been assigned to that interface. The Physical Plant interface is only for Absence Management. The system currently used by Work Study is too old to allow for an electronic interface; so they will be entering time through manager self service. How time from Public Safety, Athletics, EOP, and Disabled Student Services will be entered is still not confirmed.

Cyndie reviewed the list of open Remedy tickets. She asked that all future tickets be flagged as "Medium" at least.

Cyndie reminded the team not to save any documents with Social Security Numbers on kanga unless in the Tech Team\Conversion folder.

Ruchi reported that some possible modifications for workflow have been identified.

Kathi had a biking accident on Monday and will not be available for at least this week. Any system issues should be reported by email to hcmtechteam@mail.sdsu.edu. We are looking for temporary help.

Kathi had tried to clone from TRN to PRJ. CMS said that the Oracle home was not the same for both and it needed to be. They will blow the current TRN away and rebuild TRN and PRJ for us; this should be done later today. Then scripts and conversions will need to be loaded. All could be ready as early as Thursday.

Tech Team Update: Michael reported that we are still having issues with the pay tape load. SQLs can be found on kanga under Tech Team\SQL. There are fifteen interfaces. They have been assigned to developers.

Yves was on campus today to give the tech team a COMR workshop. The process does not look as bad as Cyndie thought it would. Even though we will have access to put in our SQRs when we have our Production environment, we still need to go through COMR process. We will also have to submit Exception Requests to Elizabeth O'Shea for the modifications. We should get started as soon as possible on these requests. Yves will send examples.

Set ID Change: There is a need to match the Set ID in both Finance and HR. The folks on the Finance side of the CMS house have recommendations that are based on a separate database used by the Chancellor's Office for FIRMS and GAAP reporting. To bring our system into alignment with theirs, we need to change our Set ID from "SDSU" to "SDCMP." Cyndie would like this change to be made before integration testing. Bob has come up with a script that identifies every occurrence of the Set ID field. Making this change now should have no impact on the functional teams. Documentation may need to be edited later with regard to screen shots that show the Set ID field. Michael will run the Set ID change in CNV, and then clone CNV to TRS for Sheryll.

Integration Testing: Pat distributed a handout outlining the time of modular testing. We are ten working weeks away from go live. Our testing strategy has changed. Time and Labor, LCD, and the snap shot process for Ben Admin are not yet ready for integration testing. This week we are preparing the testing database (TRN). Integration testing begins next week, on June 5. Time and Labor, LCD, and the snapshot process will join the testing the week of June 19. That week the techs will be building the system test environment (TST). Five weeks of system test will follow. LCD needs to run parallel testing. By July 17 all teams should be testing in same environment.

We know that the positions and position pools we are loading for integration test are not complete. The target is to have the positions correct for the build of system test environment.

The interfaces will be folded into the testing process as they are developed.

Before a team can move into a testing environment, its conversion must be done and configuration tables must be identified and moved forward. Pat will be sending a list of individual outstanding issues to team leads. Team leads need to tell him if issues are closed and, for those that aren't closed, what the go-forward strategy is.

There will be a weekly meeting to review where we are with testing.

All testing will take place in the Training Lab. Ruchi and Jennifer will be overall functional leads for testing. When a team is scheduled to be testing, it really needs to be in the lab testing because of the planned sequence and dependencies.

We have three new hires who will begin work on June 12 (two payroll techs from here and one from San Marcos). Using a template that Jen and Ruchi will develop, these three will document the test scripts by working along side each team lead as that team moves through the testing. Doing so will also result in all three learning the entire process.

As a person/team performs a test and all goes well, they sign off on the test script. Pat will be tracking the status of all test scripts.

Weekly Security Meeting: Cyndie has made arrangements for a subgroup (Theresa, Dennis, John R., Nyla, Ruchi, Jennifer, and Cyndie) to meet weekly on security issues, with a view to developing policy and compiling a procedure manual.

LCD Pay Tape Load Update: Before he went on vacation, Ralph tried for two days to load a pay tape. Cyndie spend most of last Friday working on this. CMS keeps telling us that binary was being used instead of ASCII. No other campus that is live on 8.9 in the new Data Center has yet loaded a pay tape. May's tape should be ready today.

Next Town Hall Meeting: It was decided to put off the next Town Hall meeting until after integration testing, which will allow team members to step through the processes from beginning to end.