

HCM Implementation Team
Meeting Notes
1 p.m., June 7, 2006, AD-231

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

Absent: Delgado, Foye, Medina, Moyers, Ross

Integration Testing Recap: Ruchi reported that integration testing is going well. Although quite a few issues were identified in the process of testing, most have been resolved. It has been a great help having everyone in the same room during testing.

Open Tickets: Cyndie reviewed the list of open Remedy tickets. She asked that she be told the details when tickets are resolved so that she can officially close them, if the team lead hasn't already done so. Judi reported that Mahesh Patel, who has been assigned to the tickets logged for Ben Admin, is requesting the SQL sys admin password. We need to keep track of when tickets are resolved by code that will be incorporated into the 030 release and that is being given to us because we are going live on 020. Performance on queries has improved.

Team Leads Update: Pat asked each of the team leads for updates:

Workforce Administration: Jennifer reported that they are writing the test scripts that will be needed for next week and the week after. Configuration is pretty much complete, except for an issue concerning how Temp Faculty summer contracts are calculated. Other campuses have been asked their advice on this. William's conversion is basically complete. At this point, if you request William to fix something, don't look for it in TRN; the change will be available when we go to system testing.

Position Management: Ben reported that the configuration guide will be complete by the end of the week. All positions are in TRN. All configuration is complete. They are working on test scripts. Eighty positions will be created tomorrow to support Workforce Admin testing. Security was successfully migrated.

Workforce Development: Jill reported that they are still working on the employee review process—the staff side being more complicated than the faculty side—and are calling other campuses to see what they have done. Charleen Lalley will be testing sabbatical and foreign scholar processes this afternoon.

Benefits: Judi reported that they have been working on cleaning up source data in Oracle. William has asked for confirmation of the logic used to determine how an employee is assigned a particular benefits package. All configuration for Base Benefits and Ben Admin is complete.

Recruitment: Carol reported that validation is going well. They expect to move into testing next week, for which they are working on test scripts. The distinction between

the forwarding process and the routing process needs to be clearly articulated. All configuration is in CNV. Security still needs to be defined and built.

Time and Labor: Judi reported that Time and Labor is still on track to enter integration testing on schedule. All configuration is in CNV and TRN.

There has been a small setback with regard to security. The Work Study office hopes to join HCM by having one person in their office key in all of the Work Study time from paper timesheets via manager self service and to be able to generate from HCM the many reports they need. Because security is assigned at the department level and Work Study positions are in most departments on campus, Luisa in the Work Study office would need to have security query access to every department on campus. The Work Study students who work in the actual Work Study office will form a small practice group for employee self service. If the queries are centrally designed we should be able to grant Luisa access to run (but not create) queries and that may solve the issue.

We had decided that each department would have only one location (because of maintenance issues). However, each of the eight residence halls managed by Housing Administration has its own payroll and therefore needs to have its own location defined in PeopleSoft. The team approved of this deviation. Crystal will set up the necessary positions. Cindy Best was asked to brief Linda Lewiston on what had been decided.

Judi would like to discuss the 21st Century Project at our next meeting.

Temp Faculty: See above discussion under Workforce Administration.

LCD: There was no report in Sheryll's absence.

Tech Team Update: Michael has applied the MPP salary schedule update and Temp Faculty employment processing fixes to TRN and PRJ; they will go into CNV tonight.

We are working on refreshing DVL from PRJ for the development team. After that is done, STG will be refreshed. This is an opportunity to test the DMS scripts and the conversion. The two DMS scripts are for (1) security and (2) the set up and configuration tables.

Three of the interfaces—TNS phone, fax, etc.; HCM to CIRS; and HCM to Oracle—are ready to move into testing. Interfaces were reassigned to developers at Monday's Tech Team meeting. Database links are not currently working, so we cannot test the interfaces.

Ralph, Michael, Cyndie, and Sheryll have been talking with Christine Lawson at the Chancellor's Office on an almost-daily basis regarding LCD. The LCD-to-GL interface is expecting to make a call to PeopleSoft Financials. Ken Kobel is unraveling the SQR involved to see where those calls are being made.

Ralph has updated one of the computers in the lab with the VPN client. Some of the computers in HR need a newer version of PS Tools; in Susan Malone's absence, BIDS should be contacted to take care of this.

Security: By the end of the week Dennis will send out a spreadsheet for team leads to complete defining what kind of access to each PeopleSoft page/view should be granted for each role the team leads have defined. Completed information should be returned to Dennis no later than Friday, June 16. He will merge the individual team lead responses into a single spreadsheet. He will also develop a mechanism to be used to make changes to these definitions.

Testing: Nyla had nothing new to report. We have arranged for purchase of the UPK package but haven't yet received the software.

Reports: Pat has tasked Theresa to create a spreadsheet of reports needed/requested, using Fit/Gap Documents and Jennifer's and Sydney's lists as sources, with a view to determining which ones have already been taken care of by HCM functionality and which need to be developed.

Baseline Workshop Information: Jennifer told the group that the PowerPoint presentations from May's Baseline Delivery Workshop and their accompanying web casts are available on CSU San Marcos's website.