

**HCM Implementation Team**  
**Meeting Notes**  
**2 p.m., August 22, 2006, AD-231**

Present: Bake, Best, Boish, Covey, Cunard, Espineli, Foye, Furze, Goodell, Han, Luecht, Medina, Mitchell, Moyers, Perry, Suelzle, Tandon, Tavalazzi, Venter, Winrow

Absent: Ross

**Status of 030 Bundle:** We are scheduled to apply bundle 030 on October 13. Cyndie will be talking with CMS to help us walk through the sequence of environments it is to be applied to. After the bundle has been applied, we will need to reapply any modifications we have made and we will need to do regression testing, which will not be as in depth as system testing has been.

**Go-Live Self Service—Testing, Go-Live Weekend:** We go live with self service two weeks from today. With regard to security, we will be adding existing roles to each of the users via a SQL script. Kathi can run this through her database update account. Kathi will run it from home on the afternoon of Monday, September 4. Then the refresh and other usually automated processes will be run. Ruchi and Nicholas will then test.

Ruchi is concerned that some business process decisions have not yet been finalized. In particular, when a manager enters an action (e.g., a retirement) the action is not complete until someone in HR receives and approves the action. Who is HR will be doing this? Will that person approve automatically? Wait for hard copy paperwork or some other condition to happen?

It was decided that for the September 5 go-live, we will restrict manager self service to viewing information on the employees who report to each manager.

**User Account Creation Procedure:** Cyndie distributed a draft procedure for the creation of user accounts on an ongoing basis. It's important for this procedure that the Red ID interface be run nightly. Cyndie was concerned that, because these accounts have access to confidential data, we would have to ask a users to come to BIS in person to get replacement passwords for forgotten passwords. Felecia Vlahos says that we do not have to ask them to come in person; instead we can ask them over the telephone some identifying information, such as the day and month of their birthdays and the last four digits of their SSNs.

**Consultant Schedules:** The fixed price part of the project is coming to an end. Beginning this week, Clay and Stefania are working on a time-and-materials basis. This means that Cyndie needs to approve any plan that would require either of them to work more than 40 hours per week.

**Go-Live Party, September 6:** The plan to have the Go-Live Party at a Padres game did not work out. The new plan is to take a harbor dinner cruise. Janet will be sending out invitations shortly.

**Project Plan Clean Up**: Over the next week, Pat will be contacting folks concerning Project Plan tasks that should be at 100% but aren't.

Business Process Guides and other documentation will not be taken away and set in stone as the Fit/Gap Documents were. However, if a team lead wishes to have a particular version of a document saved where it cannot be edited, it can be moved in the Project Management folder on kanga.

Training documents will also be available through the HCM website.

**Milestones**: Cyndie reviewed the list of untested items, interfaces, and reports—all of which need to be finished up in order for the next milestone to be signed off.

**Time and Labor Team Update**: Judi reported that Time and Labor team members met with representatives from the Library and from Work Study earlier today. Because we will need time to process beginning-of-the-semester student hires and because the Library will not have the time to build a test file until at least mid-September, we will not be using Time and Labor for student payroll immediately. Bob will be leaving the project shortly. In his remaining time at SDSU, he will teach Judi, Ralph, and Alan as much as he can about the interface.

Judi has created a user list of payroll techs. She is offering training on Thursday from 2 to 4 p.m. and on Friday from 10 a.m. to noon. The last item in the packet that she will be distributing at the training will be the Account Access Request form so that attendees can complete it requesting query access. She will tell the trainees that they will be notified individually when their requests for access have been approved and are active.

**LCD Team Update**: Bob and Bill Green have been working on tracking down the problem with using multiple funding sources to feed LCD from Time and Labor. They think that the hang up is a CMS custom SQR. While Christine Lawson at CMS Central has expressed a great deal of interest in resolving this issue by adjusting that SQR, Elizabeth O'Shea told Cyndie that she would not be in favor of granting SDSU an exception request for this. Elizabeth did say that she would discuss the matter further with Christine and others at CMS Central.

The interface between LCD and Oracle Financials worked smoothly in testing. Ralph is currently working on the code validation report. We still need to identify how we are going to handle the Employee Salary Projection report needed by the Chancellor's Budget Office.

**Patches**: A patch for new rates for open enrollment is now in TST. We will also be adding a patch concerning PIP into TST.

**Tech Team Update:** The Tech Team is hoping to make use of Report Manager to handle the issue of how to distribute reports and extracts without getting all tied up in security knots.

**Dominguez Hills:** Cyndie has not yet had a chance to request that Kathi put into STG what Veer sent for us to review.

**Email Notifications:** Cyndie is still concerned about the email notifications being generated by activity in environments other than Production and wondered if there was a way to have them generated only by actions in Production and in no other environment. She also wondered how meaningful the new hire notifications are because they seem to be generated by new job rows and new assignments and not necessarily just true new hires.

**Other:** Ralph summed up a number of positive comments from other team members by saying that, all things considered, this has been a remarkably smooth implementation.