

HCM Implementation Team
Meeting Notes
2 p.m., September 5, 2006, AD-231

Present: Bake, Best, Boish, Covey, Delgado, Espineli, Foye, Furze, Goodell, Luecht, Medina, Mitchell, Moyers, Perry, Ross, Suelzle, Tandon, Tavolazzi, Venter, Winrow

Absent: Cunard

Update on Self Service: There was a slight snag on Friday afternoon—Unisys doesn't regularly bounce the server first thing Tuesday morning after our Monday night maintenance window. CMS will run scripts tonight, we will test tomorrow, and self service will be live for employees on Thursday.

Status Update from Teams:

Workforce Administration: Jennifer reported that WFA is live. We are still cleaning up conversion data as we find issues. There is a stack of ATFs to research. Manual entry is needed for each faculty member who was on sabbatical leave last year. The student hire forms are starting to come in. Jeff, Gwen, and Annice will be trained this week on how to manage their work lists on an on-going basis. David will be working with Gena Self in the Office of Diversity and Equity (at her request) to bring ODE up on PeopleSoft.

Workforce Development: Jill reported that they are working on adjusting the business process so that the AFT contains all the information needed by the keyers who will enter new faculty into the system. David is working on a way to capture new sabbatical eligibility dates.

Recruitment: Clay reported that hiring managers cannot see their jobs. CMS is looking at this and has asked us to run security scripts. Security is not consistent between TRN and Production. The print application modification is not working—one can only select one applicant at a time. Recruiters in HR have been using this functionality to screen applicants without having to look at each page of each applicant. The instructions need some tweaking—applicants are not filling out the PeopleSoft application; they are just attaching their resumes; the conviction question is worded incorrectly; we need to add “Are you eligible to work in the U.S.?”

An issue that needs to be resolved is whether ex-employees apply for jobs as external applicants (because they are not current employees) or as employees even though they wouldn't have a password (because they already have an Employee ID in the system).

Benefits/Ben Admin: Judi reported that they are ready for go-live. There is some data cleanup yet to do. Three items had been postponed until after go-live; they are being worked on now:

- Enrollment statement—the form that is filled out by an employee to say he/she wants to make a change. This is being handled by an SQR.

- Confirmation statement—the form the goes to the employee after he/she has signed up for benefits. This is being handled by an SQR.
- Open Enrollment process—accommodating new rates, etc. This is in the testing phase.

Regarding the two extracts—one providing health benefit information to ACES and the other providing vision, life insurance, and long-term disability information to SCO—we are in the middle of the certification process of each of these; both processes look good.

LCD: Sheryll reported that, thanks to Ralph, the pay tape has been loaded. They are working on correcting more than 2000 known errors. Other than these known errors, the rest was pretty clean. Stefania is working on reports. It has not yet been decided how the reports will be distributed to departments. Sheryll has been working with Lisa Winters on the August student timecards.

Sheryll also talked with Christine Lawson this morning about the multiple-funding SQR that we sent for CMS's review. The document is flawed. CMS wants us to knowingly key a half-dozen people through Time and Labor that will fail on the pay tape. After the pay tape is loaded and these half-dozen error out, we'll clone Production into another environment and then work backward. Task Group profiles need to be added to Production.

Time and Labor: Judi reported that Bob has completed the technical specs to auto-enroll new hires into Time and Labor when they are first keyed in. John K. will be working on this. The aim is to have the issue resolved before Bob leaves on October 6.

August pay for positive overtime is being entered now; shift pay is already in. We are using the old method of keying into SCO but using correct PeopleSoft LCD language so that matching to the pay tape will be easier. We are not yet certified for Time and Labor.

Judi distributed a schedule of Time and Labor training sessions. Different sessions will be geared toward different audiences. Sessions will be scheduled monthly for on-going training.

Position Management: Ben reported that all is going very smoothly. They have received more than 70 PARs. There is one small glitch—not everything entered in Position Management updates automatically in the other modules. Only Frankie, Jennifer, and Janet L. have rights to make changes. For instance, Working Title doesn't come over from Position Management to Workforce Administration.

Dominguez Hills eFAST Pages: Three SQRs were missing from the eFast information on kanga; they have now been put in. William is reviewing. Ruchi pointed out that eFAST is designed to prevent entering the wrong Employee ID. Based on action/action-reason selected, other appropriate fields open up. The person entering information can

choose which approver the form is to be forwarded to. Stan will work on this, do a technical walk-through this Thursday, and then hand it off to an SDSU tech.

Manager Self Service Customizations: Ruchi distributed two (test) documents showing the emails that are generated when (1) a new appointment is added and (2) when an employee is terminated. Only when the new appointment is for a brand new person will the notification go to BIS (for security purposes) and to the Training Administrator. To include the Red ID number on these notifications would mean customizing Job Data pages; this is not going to happen.

Baseline 030: The Tech Team had a lively discussion about Baseline 030 yesterday. The baseline will be installed into PRJ this week. Team Leads will need to test (please refer to release information that was distributed last week). Cyndie will also need to distribute information on post-code freeze bundle.

There was a recent Technical Letter about new class codes. CMS applies this kind of thing to every campus's production environment. This is scheduled to happen by September 12.

Outstanding SQR and Query Development: The two outstanding items for Ben Admin have already been touched on. There was a discussion of other open items.

Open Discussion:

MarkView: Judi asked if, because Employment no longer has a need to use MarkView for employment process, MarkView could be changed so that Payroll would be able to see and workflow STFs in MarkView, as it helps with their input to be able to see the source documents. Cyndie is reluctant to make changes to Markview until we have lived with PeopleSoft for a while.

Status Reports: This is Pat's last week. Consultants will be sending individual status reports to Cyndie and Janet H. If team leads also want to see them, they should contact the consultant.

Project Plan: The Project Plan will be shut down this week. Team leads should send their last batch of updates to Janet H. by the end of the day tomorrow.

Testing: TRS is available for testing employee and manager self service.

Team Lead Schedules: Jennifer has jury duty tomorrow.