

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	June 13, 2005
Time:	11:00 AM ET
Location:	McFall Chart Room

Invitees/Attendees (* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	*	Bill Gerwin
*	Linda Dobb	*	Toby Singer
*	Chris Dalton	*	Ben Santelman
*	Ron Lancaster	*	Cindy Fuller
*	Bahram Hatefi	*	Jim Lach
		*	Ginny Pinkelman

Opening Statements

Bruce called the meeting to order at 11:04 a.m.

Bruce distributed a 3 page summary spreadsheet that outlined what will occur during cut-over beginning June 13th. The summary contained an eight page document that covered the Kronos conversion, an 18 page document that covers the 3 day weekend prior to go-live and a four page document regarding support issues.

The Steering Committee will probably exist in some format to make decisions on the system for the future. Bruce felt the structure is important to remain. The committee will receive modification requests, maintenance etc.

Bruce stated Finance will begin soon and will have training dates shortly. Bruce stated the first introduction session may be held on campus at the beginning of July. Bruce will send out information. The Finance team will be announced soon and Gaylyn Finn will join the Steering Committee after cut-over.

Approval of Minutes

The minutes from the May 23 meeting were reviewed and can be published to the website pending changes.

Linda arrived at 11:11 a.m.

PeopleSoft Project Status Update

Ben stated query report training is complete and payroll training will be complete this week.

Budget officers training sessions are scheduled prior to go live.

Testing of conversion for go-live continues. The hours worked from next Monday will be paid in PeopleSoft. Ben stated testing is going well and spending time on details. Security is being tested and building the roles.

Ben advised **Tracy Barnes** has joined the team as a Technical Consultant and will be here during go-live. Last week Tracy did a thorough review of all settings across data base sides and web servers.

Today is kicking off the formal activities for go-live for the Kronos cut-over. June 21 is the date for Kronos cut-over and preparation will begin Friday and Sunday.

Friday, June 24 will be final payroll out of AHRS. Data will be extracted out of AHRS starting at 6:00 p.m. on June 24.

Time has been spent planning for Finance training and what this path will look like.

Ben advised **Mike McComas** began as Security Administrator and is going through training.

Mike will administer production security after go-live.

Bahram asked if his office can participate in Query training. **Ben** advised one round of training has occurred through Human Resources and the Benefits Office and the plan is to keep offering training. **Bill** stated Bahram can get into a class July 12 or 14 and asked Bahram to contact Jen Sader.

Ron stated on June 24, the data from the last payroll will go into Human Resource system by that conversion; will the demographic data from SIS also be converted. **Ben** stated yes the demographic data will be converted. There has always been some interfacing between AHRS and SIS. It was decided early on that SIS will be the system of record. **Ron** asked that if after the conversion any changes made in SIS, will go to AHRS and to the HR system and **Ben** stated yes. **Ben** found some discrepancies through testing regarding name and social security differences that have been resolved through the Office of Registration and Records. **Ron** asked if the security in HR will allow someone to change it; however it would have no effect because the system will switch it back to the way it was. **Ben** stated that if the person in HR would happen to make a mistake in keying the information, the SIS data will come over it.

Hours and Costs Report

Ben indicated E-contract loading is not finished and decided to finish it later. A process is in place to take current spreadsheets from AHRS and enter into PeopleSoft. Still need to build the process that creates the sheets.

Action Item 18 is due by July 15 and they are working on it.

Action Item 19 was due May 6 and working on it now as well.

Interfaces are all checked off.

Some reports are missing, the remaining are what they need over the next few months.

Linda asked what if a glitch occurs during cut-over. **Ben** advised Friday will start the conversion, Saturday will run additional validation, and then use this production system and finally copy into test environment and run payroll. If they see problems there, will due checkpoint later in the afternoon on Saturday and make decision if not going well. **Linda** asked if people have been in on weekends and **Ben** stated some, but not as a team effort. **Bruce** stated there is a backup plan in place. **Ben** stated they feel things are laid out and ready.

Bruce stated extensive plans have been drawn up in preparation. The 18 page document discussed earlier identifies who is doing what and when and has a lot of detail.

Bill stated there are a couple items regarding net pay changes; 2 items meal plans pre-post tax and Medicare. Larry and Gaylyn decided per 1336 of employer cafeteria meals under IRS C119, that it is truly pre-tax, not doing it post-tax, item is off the table.

The second item is Medicare; which is still in process. Beginning with go-live the new checks will now have Medicare taken out of their checks. **Ron** asked if the 75 people have been notified and **Bill** stated not yet, working on this with HR. The number affected has since been reduced to 25 or 30 and working with Gaylyn's office on this issue.

Bill distributed a copy of how the new printed paycheck will look. **Linda** asked, if people who receive a printed paycheck are able to view the check online and **Bill** stated yes they can view their check online. **Bill** stated each check that is printed is logged; can go back and see what was printed if someone tampers with checks. **Bruce** asked if they did the MICR test. **Bill** stated they ran a second test and the Business Office sent it back to the bank; and was updated with a routing number change that was made just in the last couple of months.

Portal Update

Toby introduced **Jim Lach** Applications Development Manager to do the Enterprise Portal demo. **Jim** gave a brief presentation on the new portal. In August will switch over to use of the Enterprise Portal. The new portal is very customizable and offers a single sign on, no need to sign on again after initial login. **Jim** has also been working with Marketing & Communications on this project.

The login process will require two credentials instead of three; user id and password.

Once logged in the user will see PeopleSoft and can go to view paycheck without the need for more passwords and can flow to other areas. Web mail can be accessed without an additional password. Web meeting maker will be available in July, which is a web based version that is not an icon on the desk top. The new portal will authenticate every time without the need for additional passwords. The new portal is very customizable. **Linda** stated the students will understand and **Jim** agreed, however will market with additional help for faculty and staff.

Cindy stated it will be important to remind people to log out.

Fred Conner and Deb Wells are working on a streaming news video. **Jim** is working on “quick mail” so email will be pushed to the user.

Linda asked if this will be ready prior to requesting parking decals and **Jim** stated yes. The user will see appropriate items based on their affiliation.

Bahram asked if the new purchasing card can be integrated with the portal and **Jim** advised yes, but does not know enough about the process and will look into. **Toby** suggested speaking to **Sid Maruna**.

Ron asked if the filter preferences for web mail will require a separate sign in and **Jim** will look into.

Bahram asked about viewing telephone charges. **Toby** stated as time goes by will continue to add items.

Bruce stated the idea is to offer guest accounts in the future; portal experience to visit other locations on campus.

Bruce stated this is ready to roll out, but don't want to confuse people with the PeopleSoft roll out.

Jim stated when the user logs out they will be logged out of every application; not just the portal. **Linda** suggested adding a reminder under the welcome to log out.

Linda asked if there is a timing devise and **Jim** advised it can be set to anything. **Bill** advised blackboard always left larger window due to taking tests etc. **Bill** advised to be careful so timeout does not affect blackboard.

Bill asked that in the interest of cut-over the next meeting scheduled for June 27 be cancelled. The next meeting will be Monday, July 11.

Communications Review

Cindy stated there has been one session held to go over the letter and another is scheduled this week. Three sessions have been held on self-service view paychecks.

Continue to distribute information via flyers, TSS's and newspaper ads.

Information regarding the Kronos outage will also be communicated.

Bruce advised there is an ITS update on Thursday. **Cindy** advised an open forum will be held on Wednesday.

Bill advised timesheets going out this week will have coversheet to explain hours and decimals.

Cindy advised there will be another round of paycheck stuffers prior to viewing the paychecks online.

Bruce adjourned the meeting at 11:58 a.m.

Next Meeting Date:	July 11, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman