

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	February 14, 2005
Time:	11:00 AM ET
Location:	McFall Chart Room

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

Names			
*	Bruce Petryshak	#	Toby Singer
*	Linda Dobb	#	Ben Santelman
*	Chris Dalton	*	Charlotte Petryshak
*	Ron Lancaster	*	Cindy Fuller
*	Bahram Hatefi	*	Demetria Graham
*	Ginny Pinkelman		

Opening Statements

Bruce Petryshak called the meeting to order at 11:03 a.m.

Bruce stated that he is waiting for confirmation from Oracle concerning the Oracle Executive that will attend the next ESC meeting. The Executive will be here not to give a presentation, but to answer questions that we may have. **Bruce** would like to invite the Department Directors to the ESC meeting and if there is another group that would like questions answered let **Bruce** know. **Chris Dalton** stated that maybe we should have separate groups for questioning. **Ron Lancaster** stated that he agrees with **Chris Dalton**. **Bruce** stated that he would see what he can do as far as having more than one group for questions. **Charlotte** stated that she has informed the team that if they had any questions to gather them and give them to her.

Introduction of Ginny Pinkelman, Bruce Petryshak's new Administrative Assistant.

Approval of Minutes

1-10-05 minutes – Approved and Post

1-24-05 minutes – Not approved revisions were suggested

PeopleSoft Project Status Update

Since Ben is absent, **Charlotte** gave the Status Update on the PeopleSoft Project. Since the last report the major accomplishment for the team has been the completion of Conversion test one. There are other conversion tests that are planned. When we ran through all of the conversion, we loaded 10,133 people that represent faculty, staff, student employees, retirees and a group of miscellaneous people. 76 out of the 10,133 people loaded kicked out with errors. Also preparing to run two parallel pay runs, we are

paralleling a biweekly pay in production and a monthly pay that included faculty administrative staff. Along with that is the ability to validate the pay results. We are putting together some special procedures and a file comparison. To compare what produces in production compared to what happens in the test system to confirm that the parallel pay was successful. **Charlotte** stated that they had a meeting with the Oracle Enterprise Portal Team – the decision out of that meeting was that they will not go in production with the Oracle Enterprise Portal until after HCM goes live on June 27. What that means to us is that we have two self service functions – to view my check – view compensation history – what will happen in the Blackboard portal we will have two links for self service functions. As of June 27 it will go into production and be in the Blackboard portal. Have not heard a date for the Oracle Enterprise Portal to go live. At that time the two links for the self service applications will be in a different location. **Charlotte** stated that they have met with the Office of Equity and Diversity, they brought to our attention a piece of software called AA Planner, and Kim Kirkland, a new employee in that department has experience with this software. They have asked us to purchase two copies of the program for the Office of Equity and Diversity and we have five affirmative actions reports that are team will not create. We will create a file for Kim to produce these reports. In addition a CICS screen that is used to load census data will not have to be recreated. We also agreed to purchase the census data electronically.

Charlotte stated that trainers are very busy now; Kriss Ferluga is working on HR and Payroll procedures. We have an agreement with Rebecca Ferguson and Jim Stainbrook that we're creating these procedures in Rythmyx, the new content management software for the university. When the core HR and Payroll staff. Graduate College and Student Employment come to their training classes they will not be given training manuals. The procedures that they will be using are online. After June 27th Jim and Rebecca will be responsible for maintaining the procedures. Jen Sader is creating a training module for “view my paycheck” using a User Productivity Kit software purchased from PeopleSoft. Jen is also responsible for teaching Query and Crystal classes. Three people on the team took the Query Basics and Advanced classes with Jen. Query classes will be held again sometime in March. On March 7th, John Konecny will be splitting his time between HR and ITS. Instead of being at Hayes Hall John K. will be at the BG@100 Project Office. He will be the primary support person when HCM goes live. Once at the BG@100 Project Office he will have an opportunity to take the Query and SQR training. We have also agreed on training dates with the Graduate College, Student Employment, HR staff and Payroll staff, which occur in May and June. We are also in agreement not to teach Crystal until after July 2005.

Charlotte stated that Michelle Simmons has agreed to be the trainer for the eHire application for student employment which is used by the hiring managers of students. We are going to train Michelle and her staff that are assigned to train the hiring managers.

Charlotte stated that another initiative is the definition of security procedures for PeopleSoft. Through talking with different people, **Charlotte** has concluded that some people are uncertain that our records for security are current – we are going to create a

new security form along with it a written procedure on how to request security in the PeopleSoft system.

On the technical side of things we have built the production environment for testing before the go live to make sure that there are no server or hardware issues. **Charlotte** stated that we have purchased a product called Stat from a company named Quest. Stat helps us with migrating PeopleSoft modules through our different environments. The people from Quest were here for a 2 _ day education given to many of our staff members. Mark Heider is responsible for Stat and he will be having smaller sessions with the people who were unable to attend.

Since the last meeting, all of the PeopleSoft applications and software has been installed, along with that came Peoplebooks. Peoplebooks are both technical and functional reference books in nature. **Charlotte** sent links to Peoplebooks references to the Power Users.

Charlotte stated that very soon we want to roll out the demo data base for financials, but she was holding off pending the meeting in two weeks, just to make sure that we were going with PeopleSoft Finance.

On the chart, overall we are three days behind. The big areas where we are behind are interfaces and reports. Everyone is confident that we can get our questions answered.

Ron Lancaster asked about the 76 kick outs that are coming back to legacy systems. He wanted to know does that imply that there are problems with the conversion program itself or is it all data related issues? **Charlotte** stated that if the conversion program can't resolve certain conditions it kicks out on an error report. There are many reasons for the errors. They are resolved individually. Some times it results in the project team requesting a change to the legacy data. Other times we may alter the conversions programs by adding new logic to handle the errors.

Ron stated that **Charlotte** was talking about the training for people outside the functional areas like the academic departments, other than self service is there anything there for them? **Charlotte** stated yes, since each college hires its own faculty, they are responsible to complete two applicant tracking screens that have to do with demographic information. **Charlotte** is also working on the list for security to find out exactly what they need. **Ron** expressed concern regarding the workload increasing on the academic departments in terms of what they are required to do for the job. **Charlotte** stated that nothing has surfaced that would indicate that.

Looking forward

We are going to do another round of conversion testing. From this point forward there will be a continual run of the conversion programs. There are 21 in total. We are preparing our system test plans and Sue Tomor is responsible for conducting the system test and organizing it. The system test will begin in March.

In addition to the security work, there is LDAP Server Security that Bill Gerwin is working on and testing as well.

Portal Update

Toby Singer is attending another meeting so that portal update was skipped.

Action and Information Items

There are three action items and one information item to bring to the committee.

Action item A010 is the Encumbrance Processing for Finance / Budgeting.

The basic issues are differences between what we currently have and the PeopleSoft system. PeopleSoft would encumber all employees currently we encumber full-time and contract employees. There are four issues that all tie in with the encumbrance area. When PeopleSoft encumbers it will encumber regular earnings, where we also encumber stipends and overloads. It would be based on standard hours that are put into the PeopleSoft system.

When the encumbrance process relieves encumbrances it not only relieves the regular earnings it relieves all payments to that individual. There is a checkbox that you can turn off the encumbrance process, but you only have this option at the time of hire once it has been saved you can not change it.

We can modify the system slightly to turn off or specify who to encumber. An SQR could be developed that specifies which employees in which class would or would not be encumbered. – annual process that can be run at the end of each month for encumbering. Would rerun this every month. We would set up in the SQR to run monthly and biweekly employees

When PeopleSoft is sending amount it is has the mapping, but when it sends it uses the default object codes and it ignores that. So we need to tell the system this is what we want actual object codes.

We would develop a query to provide Budgeting and Budget Managers with details lines when the encumbrances are run.

Bahram then asks about vacation going over the encumbrance. Larry then states that it will not go below zero on the encumbrance balance whereas the current system will show a negative balance.

Ron Lancaster asked about the annual encumbrance process; that the software is costly in terms of resources. Does this imply that it will run twelve times a year instead of one does this imply that the system will have to come down. Larry stated that the initial test took around an hour and forty five minutes. We still have more testing and get everyone loaded into the system.

The schedule consideration and the cost

This action item was a result of many meetings with Gaylyn Finn, Trish Jenkins, Linda Hamilton, and Jim Stainbrook that started back in October. A final presentation was

given a week ago to that group of people and they chose to support alternative #2 which is also recommended by the team. This will not impact the schedule because we had three interfaces that were in the Legacy system that have been place holder in our project plan from the beginning. Interfaces 14, 15, and 25 were estimated at 88 each, the work totals 264 hours, and we are saying with alternative #2 this work will take 100 hours so we are gaining back some hours.

Roll call vote for the action item HCM-A010:

Chris Dalton	approved alternative #2
Linda Dobb	approved alternative #2
Ron Lancaster	approved alternative #2
Bahram Hatefi	approved alternative #2
Bruce Petryshak	approved alternative #2

Action Item A011 Faculty Overload Report

Currently the Provost office and the SPAR Departments receive a monthly report showing all active faculty with all of their pay. BGSU has a policy that faculty are not exceed 20% of their annual salary. Alternative #2 we will develop a SQR program that will produce a report similar to the current report so that we can identify faculty and their payments for monitoring and regulating.

Roll call vote for the action item HCM-A011:

Chris Dalton	approved alternative #2
Linda Dobb	approved alternative #2
Ron Lancaster	approved alternative #2
Bahram Hatefi	approved alternative #2
Bruce Petryshak	approved alternative #2

Action Item A012 Leave Usage Verification Report

Currently in the AHSR system as we enter leave time the system will give a warning at that point we reduce the balance to zero and we contact the department supervisor who talk to the employee to determine if they have other balances that they can use. In PeopleSoft the leave accrual process runs after payroll is confirmed. So if someone has reported more leave usage than their balance payroll would manually adjust their leave usage as necessary before pay has been confirmed. **Dalton** asked if they are not on active pay status do you accrue. Larry stated no you do not.

Roll call vote for the action item HCM-A012:

Chris Dalton	approved alternative #2
Linda Dobb	approved alternative #2
Ron Lancaster	approved alternative #2
Bahram Hatefi	approved alternative #2

Information Item HCM-0024

To inform employees that the leave balances will be printed on time sheets.

Other Items Not Mentioned

Kriss is working on a document that will be authored by HR to go out to faculty and staff home mailing address to indicate the changes. Target date for mailing is May 23rd. Before that happens the ESC will be able to review it ahead of time. We are asking outside reviewers from Marketing & Communications and a couple of other areas to review it. We wanted people who know nothing about this project to look at it to see if it makes sense to them. **Chris Dalton** wanted to know if there was any chance of mailing it out earlier, because most of the faculty will be gone. **Charlotte** stated that there will be Open Forum dates so that they can come and questions.

Hours and Costs Report

For our Interfaces there is a new interface that was added since the last report that deals with Rec Sports. They had a new system implemented in the last year. Interface was created for them by ITS. We were just notified within the last couple of weeks. So we have added this to the interfaces, this is number 47. To the reports section there has been lots of activity. Much has to do with the affirmative action reports now being moved to section titled reports not needed.

Communications

Cindy reported that the largest amount of activity on the website is the new training link. **Ron** asked when the paycheck stub is available online. **Larry** said that the July 2005 pay for employees paid monthly and the July 15, 2005 pay for employees paid biweekly.

Meeting adjourned at 12:25

Next Meeting Date:	February 28, 2005, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Demetria Graham