

# Meeting Minutes



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

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

Names			
#	Bruce Petryshak	*	Toby Singer
*	Linda Dobb	*	Bill Gerwin
#	Chris Dalton	*	Cindy Fuller
*	Ron Lancaster	*	Ginny Pinkelman
*	Bahram Hatefi		
*	Michelle Simmons		

## Opening Statements

**Toby Singer** called the meeting to order at 11:04 AM and welcomed all to the meeting. It was noted Bruce was out on vacation and returning Tuesday, March 15. Toby welcomed Bill Gerwin as the new Project Director for BG@100. Toby has arranged a meeting between Bruce and Jim McGlothlin from Oracle during the HEUG conference Tuesday, March 22.

## Approval of Minutes

**Toby** asked if there were any changes to the February 14 and 28 meeting minutes. Toby asked if any necessary changes to the minutes could be made and presented to Bruce and Chris for their approval before the minutes are posted. Toby suggested approving the minutes pending Bruce and Chris' review.

There was a change in the order of agenda items to discuss BG@100 Information Item HCM-0025

## Action and Information Items

**Ben** advised that with the current AHRS system, hourly student employees automatically receive a 10 cent per hour longevity raise for every 800 hours worked. While PeopleSoft allows for longevity raises, implementing this automatic feature would also change the base rate for each position. Information Item 0025 provides that with the move to the PeopleSoft system, departments would determine their own longevity procedure and policy. This would include determining when a longevity increase would be awarded.

**Michelle Simmons** advised that the longevity policy dates back to the 1960s, when student employment jobs were less complex and pay rates were flat. Michelle shared that in completing research for the information items, she had spoke to Ilse Thomas who advised in the 1960's the longevity rate was 5 cents for every 800 hours worked. Because the 800 hours is calculated

across all jobs, many times employers do not know when the 800 hour level will be reached and are not anticipating the rate change for budgeting purposes.

With PeopleSoft, the base rate will be maintained but employers will be relied on to determine any longevity increases. The maintenance of the base rate is critical to Student Employment. **Linda** asked if student employment would notify campus employers. Michelle stated they would contact the employers. **Ron** questioned awarding both merit and longevity. **Michelle** stated the policy has been to limit 1 per semester. **Toby** asked if there were any questions for Michelle and thanked her for joining us. Michelle left at 11:13 AM.

### **PeopleSoft Project Status Update**

**Ben** advised the bulk of work on the project has been centering on system testing. Benefits are being tested this week and next week staff from outside the core functional lead areas will also assist in the testing process. Ben advised that the recruitment pages (applicant tracking) are being included in the testing. Also, consideration is being given to the plan and testing for retroactive pay that may be necessary pending any action from the June Board of Trustees meeting.

**Ben** updated the group regarding a check printing planning meeting that had occurred. It was decided that checks will continue to be printed in ITS on a new printer which includes appropriate security measures.

**Ben** advised they spent a lot of time testing core conversion and future data logic. Future data logic will assist with future hires and changes. They have built this in and tested in the conversion population. **Linda** asked if PeopleSoft will generate P00 numbers for new faculty and staff. **Ben** advised SIS is the system of record for biographical and demographic information and will continue to generate the P00 number. They have interfaces that will bring the SIS and PeopleSoft information together. Ben advised they continue with conversion and review issues that come up.

The majority of interfaces that are needed for go live have been coded and they are spending time testing and doing comparisons. They have completed the account code interface in AFIN. The GL interface has been coded and testing. They built an enhancement into this to put expenses and liabilities into separate files. PeopleSoft did not do this and changed it to fit with AFIN. They set up ftp strategy for interfaces so copying of files will occur the same way. All interfaces between PeopleSoft, SIS and AFIN are documented.

**Ben** reported the civil service bump report has been completed. Reports that are approved and identified for go live are completed. They are still working on the P100 report. A new report has been delivered by PeopleSoft that is customizable and will handle 80-90% of what is on the current P100 report. Ben advised they are reviewing this to see if it will work.

**Ben** reported John Konecny from ITS is now in the project office 3 days a week. John will assist with production support when HCM reaches go live.

**Ben** stated they formally published the dates when back office training is being held. Human Resources training is the week of May 16<sup>th</sup> and 23<sup>rd</sup>. Payroll training is the week of June 6<sup>th</sup> and June 13<sup>th</sup>. Query training will be offered May 31<sup>st</sup> and Query advanced on June 2.

They have drafted a communications letter for Faculty, Administrative, Classified and all employees regarding changes associated with moving to PeopleSoft. The goal is to mail this letter on or before May 23. They are also working with Marketing/Communications to communicate this announcement by email. For faculty or others leaving at the end of spring semester, **Bill** wants to send something out that advises a letter will be mailed to their home address. **Linda** inquired if the ESC will have an opportunity to look at a draft of the letters? **Linda** asked if the letter advises there will be no pay stub delivered to the mailboxes for July. **Bill** advised the letter will be directed towards staff by their appropriate association. **Toby** advised the ESC needs the draft by the first meeting in April. **Bill** and **Ben** advised they will provide draft to ESC for review.

**Bill** advised they are working on printable version of the pay information as well. **Linda** asked how staff will get into PeopleSoft. **Ben** stated access will be through MYBGSU. **Ben** advised putting link out there with a “coming soon” tag before going live so people are aware of the upcoming changes.

**Ben** advised in systems area the STAT implantation is live and they used it for maintenance pack 4. They plan for maintenance pack 4 to be the last major maintenance before going live. **Bill** advised there may be tax updates before going live, but implementation of these should not be difficult.

**Ben** advised they are working on the LDAP configuration. LDAP will allow the use of the same password for BGSU and PeopleSoft. **Ron** asked if multiple roles will be accommodated for faculty who teach or take a course. **Bill** advised with initial implementation via Blackboard, the link under My Services will be the access to PeopleSoft self service applications. Once the Campus EAI portal is up in the fall, it is envisioned that the access will be associated with BGSU affiliation and tabs at the top can define different rolls for those with multiple affiliations. **Linda** pointed out many staff have not used Blackboard. **Cindy Fuller** advised at some point they had to use Blackboard to obtain parking decals. **Bill** advised they are addressing this in training as well.

**Ron** asked if the special case checks will be outside the previously outlined process. **Ben** advised there is a separate process for manual checks. The process for manual checks will be developed and well documented. PeopleSoft does allow documentation of the check.

### **Looking Forward**

**Ben** reported they are working on in house testing. During the next two weeks Human Resources and Payroll staff will be over to do the testing. **Ben** advised the April 28<sup>th</sup> payroll will be paralleled with PeopleSoft. **Baharam** asked if they will document the differences. **Ben** stated they will document. They will also work on user security during the next month. **Ron** asked about security from the system implementation perspective. What does the form look

like, who receives it? **Ben** advised they need to keep working on this. **Ron** is interested in the flow, logs security changes etc.

### **Portal Update**

**Toby** advised production dates for the portal will be implemented as suggested by the Steering Committee. **Toby** stated they have a template page that looks very good and is close to what we have now. Hopefully by the next meeting he will have a closer update and demonstration.

### **Hours and Costs Report**

**Ben** noted the Hours and Costs Report for today's meeting is March 4, not February 7, as listed at the top of the page. Also, the ESC Date at the bottom is March 4, not February 7. The reports were reviewed with the ESC by **Ben**.

**Linda** asked when the people will come to work on Kronos. **Ben** advised next week. **Bill** stated they will not be here, but phoning in. **Ben** stated they moved ahead with Kronos interfaces and loading some test Kronos data. **Ben** stated ehire is going into system test. **Ben** advised they have not spent a lot of time on e-contract loading. They are going to convert the contracts for 2005 and allow them to be loaded into AHRS and then develop this process thereafter.

**Linda** asked if the amount Administrative or Classified staff must contribute towards their retirement has changed. The ESC was not aware of any changes. **Linda** advised we do not have to work on e-contract right away, however, we must tell them by email they are invited back. The letter can not go until after the June Board of Trustees meeting.

### **Communications Review**

**Cindy Fuller** stated things are proceeding as they have in the past. **Cindy** thanked everyone who helped put together the update in March. **Linda** felt the committee should start writing significant reasons why we might want to move to student eventually. **Linda** asked the committee to keep a list of compelling reasons to move onto student within the same sweep of services. The committee agreed to make a list of reasons to move to the student module.

**Toby** adjourned the meeting at 11:50 AM.

<b>Next Meeting Date:</b>	March 28, 2005 11:00-12:00 AM ET
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Ginny Pinkelman