

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	April 11, 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	*	Bill Gerwin
*	Chris Dalton	*	Cindy Fuller
*	Ron Lancaster	*	Ginny Pinkelman
*	Bahram Hatefi	*	Kriss Ferluga
*	Ben Santelman		

Opening Statements

Toby called the meeting to order at 11:05 AM and stated Bruce is attending a meeting with Educause and will return on Wednesday.

Approval of Minutes

The minutes from the March 28 meeting were reviewed and approved. The minutes will be posted to the BG@100 website.

PeopleSoft Project Status Update

Ben stated the primary activity has been the system test. Human Resources, Payroll, Continuing Education and Graduate College participated in testing. Some issues were found during testing and the team is working on them. Time was spent last week working on training procedures and processes. Much time was spent on security during the past month and defining the level of access depending on roles. A security matrix of all processes and pages is being developed in PeopleSoft. The next step will then be the production security schema and defining record audits.

The parallel test is being planned. Two payrolls will be paralleled monthly; April monthly and the first bi-weekly in May. This parallel test will also be used to do stress testing and performance tuning. It will be done on the production tier of hardware to give a true benchmark of system performance. Staff from Payroll and Human Resources will be brought in for testing, and ITS will assist with data entry.

A large amount of testing was done with LDAP last month. The affiliation will allow self-service into PeopleSoft. The same password used for BG email will allow access.

Ron asked, if you are zoning roles for security and you are simultaneously testing the system, what security is in place while they are doing that? **Ben** stated it is a stripped down version from the PeopleSoft delivered full access roles that is being used for testing. Those participating in the testing had access to HR, Benefits and Payroll to test features. This testing did not accomplish security testing; will need to test security during the next month. **Ron** asked, if currently people are being allowed to test the features they would use in their job and once security is added, it can be determined if additional security access is needed. **Ben** stated it is currently mapped out on paper but it does not match on a one-to-one basis between PeopleSoft

and AHRS so a direct line could not just be drawn. They will be going back through this to make sure people have what they need to have to accomplish their job.

Ben gave an example of the system test and a chronological list of every process that happens from the recruiting of employees, termination, retires and the order it occurs. Documentation included who tested and if it was successful by 3 levels; passed, passed with questions or failed. If passed with questions or failed, it was moved to a list to work through for resolution. Sue Tomor is the test lead and coordinating testing and creation of documentation to reference.

Looking Forward

Ben stated the parallel test will be the majority of the work. Main offices will come in and participate this Friday with the first conversion activities. Ben stated security will be tested and additional development of training.

Hours and Costs Report

The cost report was reviewed by the ESC and there were no questions.

Portal Update

Toby advised a full demo is scheduled for tomorrow and hopefully by the first week in May a demo will be presented during the ESC meeting.

Action and Information Items

Bill presented Action Item A013, Payroll Report with Month End Business Report. This action item deals with the P100 report that is printed and distributed to department managers within the University as part of the month-end packet of financial reports. This report helps managers monitor their monthly payroll expenses and encumbrances balances. There is no PeopleSoft delivered report today that contains the same data that is printed on the current report. This is an important report that was customized in the AHRS system. Alternative 2 will create a custom report within HCM to provide the same information to managers. **Ron** stated this report is important to many people across campus. **Chris** agreed it is a widely used report. **Ben** stated there is a delivered report that provides payroll data, but there are a lot of reasons why it does not fit our needs and we need to write something from scratch.

A roll call vote was taken for Action Item HCM-A013 Alternative #2:

Chris Dalton	Approved
Linda Dobb	Approved
Bahram Hatefi	Approved
Ron Lancaster	Approved
Toby Singer (proxy for Bruce)	Approved

Bill presented Information Item HCM-0026, Data Access Change for Human Resources, Graduate College and Student Employment. In the current AHRS system there are two agency/orgs per employee; the home agency/org and pay agency/org. In AHRS the Graduate College can only access to view and change data for Graduate College appointments, Student Employment can only access to view and change information for student employees and Human Resources has access to view and change individuals hired through the Office of Human Resources.

Bill stated HCM can not set the data up this way. Bill recommended that all 25 individuals, who currently have the access to update and change information, be provided access in PeopleSoft. The auditing feature within PeopleSoft will be enabled so that activities can be

tracked and audited for violations. Will be able to audit who changes information and also set up procedure for the 25 employees. Employees will be required to sign a special access form that they acknowledge they have special access and will be diligent. **Bill** then asked for any questions. **Bahram** asked if the number of 25 individuals will compromise the system security. **Bill** stated from one aspect there is risk; some of the 25 individuals are from student employment and graduate college that do not need to see each others information. Human Resources will be able to see the entire employee set. **Bahram** asked if this is common among other PeopleSoft users at other universities and **Ben** stated yes. **Chris** stated the viewing is not the issue but updating is a concern. **Chris** asked if the audit allows sorting. **Bill** believes this is possible and perhaps writing a query report to sort data for any issues and make sure people check on those doing updates. **Linda** stated at the time these 25 individuals receive authorization, provide them with rules and notify them they will be audited. **Linda** stated an attempt should be made to limit the number to 25 and **Bill** agreed unless a need is presented. **Bill** believes the university high ranking officials will be in a separate group. **Bill** is looking into preventing people from updating their own information. **Ben** stated the feature is there; just need to test and validate. **Bahram** asked will there be a paper trail of updates and **Ben** stated yes. **Bill** stated changes will correspond with who is authorized to do the changes. **Ron** asked if the Graduate College, Payroll and Student Employment agreed with this procedure. **Bill** is not sure, however Human Resources is aware.

Linda advised possibly have Karen and Donna call a meeting with the three areas so they understand and report back to ESC.

Communications Review

Cindy presented two items; HCM Phase 1 Communication Detail and BG@100 Action and Information Items – Communications by Affiliation.

Cindy began with the BG@100 Action and Information Items Communications by Affiliation. The spreadsheet indicates actions items that have been covered and which group is affected.

Cindy reviewed the HCM Phase 1 Communication Detail and presented a 13 page document for review. The first 2 pages outline communications for the self-service applications for pay advice and compensation history. There will also be demo sessions for pay advice and pay history. During the last pay period with a printed check stub there will be an insert in the bi-weekly and monthly pay stubs advising employees that this is the last printed check stub to be delivered.

Ron asked, how this will affect faculty on 9 month pay and **Cindy** advised the last one would be June. **Ron** advised it is May for 9 month employees and **Cindy** will talk with payroll about including something in May check stubs also.

Cindy reviewed page 3; change control information by faculty, staff or students and how to distribute this information. Open forums will be scheduled for June and September. Open forums, Marketing and Communication announcements and Technology Support Specialists will deliver this information. Pages 4-10 indicate how information will be shared by each group; faculty, staff and students, and what information will be communicated. Pages 11-13 outline training by each group.

Proposed Communications to Employees

Toby introduced **Kriss Ferluga** who presented proposed communication documents that will be sent to employees. The document will be on the BG@100 website by the end of the month and a follow up letter mailed to home addresses. Information will also be fully advertised on the web for individuals to view; such as 9 month faculty before the end of the semester, along with a note that they will receive their own paper copies. Human Resources will hold open forums in

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June and September to invite discussions and address any questions. Students will be addressed separately through Student Employment.

Linda stated the letter needs to mention entering through MYBGSU and suggested adding a paragraph referring to the login page through MYBGSU services. **Chris** asked about resident city income tax withholding and the paragraph stating it is an “elected” service. Chris is concerned individuals will see this as an option. Bill will look into.

Ron asked about the name prefix and if it is only for faculty. Ron recommended taking out the name prefix on the faculty page.

Demo of Pay Paycheck (self-service)

Bill gave a demo of the new paycheck self-service.

Toby adjourned the meeting at 12:00 PM.

Next Meeting Date:	May 9, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman