



**HR Implementation Council
Meeting Summary**
California State Polytechnic University Pomona

Meeting Logistics

Title	HR Implementation Council
Purpose	Discuss implementation issues on the upgrade to CMS/PeopleSoft HR Version 8.0
Date	Tuesday, January 7, 2003
Time	3:00 to 4:00 PM
Location	Building 13C
Cal Poly Pomona Participants	Tom Adamski, Joe Belarde, Mauricio Calderon, Burt Casey, Stephanie Doda, Williams Espino, Ann Overman-Scott, Jane Self, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
Topic 1: Action Items	Stephanie
Topic 2: Reporting	Burt & Mauricio
Topic 3: Security	Glendy
Topic 4: Go-Live Celebration 1/10/03	Stephanie
Topic 5: New Topics	

Summary of Discussion

1. Action Item List

Action #15: In Progress – Vickie is working on the Envision report to see if she can fix the trees. Joe will follow-up with Faye to see how the permanent use of this report is progressing.

Action #21: In Progress – Tom will distribute by 1/10/03.

Action #30: In Progress – Dave Lyon is handling this. No status today.

Action #34: In Progress – Carol will present it to the Steering Committee in January.

Action #35: In Progress –Mauricio can't create files

Action #36: In Progress – Carol is holding the meeting 1/8/03

Action #37: In Progress – George is working with May

Date Initiated	Activity	Responsibility	Target Date	Status
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde Burt Casey Faye Hatman	11/12/02 1/7/03 1/14/03	IP
11/12/02	21. Project directory for reports	Tom Adamski Mauricio C. George Trindle Glendy Yeh	11/19/02 12/23/02 1/7/03 1/14/03	IP
11/19/02	30. Install HR 8.0 on Citrix Server	Tom Adamski	12/5/02 1/7/03 1/14/03	IP
12/3/02	34. SA Project Security Plan	Carol HG	1/7/03 1/14/03	IP
12/10/02	35. PS DOC file share requires upgrade to accept mixed case.	Glendy Yeh Tom Adamski	12/23/02 1/7/03 1/10/03	IP
12/10/02	36. Database Management Plan (non prod)	Carol HG	1/8/03	IP
12/17/02	37. Environment Framework. We need to review our current environment standards before going forward with SA. This will affect the desktops for those with 2-tier access.	George Trindle	1/6/03 1/14/03	IP
1/7/03	38. Report-closing meeting	Mauricio Calderon Tom Adamski	1/17/03	N
1/7/03	39. Temporary Faculty rollout security plan	Burt Casey Carol HG	1/21/03	N
1/7/03	40. Shareplex status is needed	Glendy Yeh	1/14/03	N

Legend: N-new, IP-in progress, P-pending, C-completed

2. Reporting

Mauricio has 4 more reports in process. Six Faculty Affairs reports require feedback from the department. Ann needs 2 addition reports for HR. Mauricio is also working on 1 HR SQR for Finance that was approved by Stephanie. A report-closing meeting needs to be held before Mauricio leaves in the next two weeks.

3. Security

Burt said that most of the people who needed modifications were handled last week. The temporary faculty rollout in February will require a security plan.

4. Go-Live Celebration 1/10/03

Stephanie said that we have not had a lot of RSVPs. Please check with your departments to make sure that everyone is coming. There will be lots of food, awards and prizes.

5. New Topics

Shareplex. Is it safe to use Shareplex yet? Is the security correct? When will it be ready?