



**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 14, 2003
Time	3:00 to 4:00 PM
Location	Building 13C
Cal Poly Pomona Participants	Joe Belarde, Mauricio Calderon, Burt Casey, Williams Espino, Carol Heins-Gonzales, Jane Self, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
Topic 1: Action Items	Carol
Topic 2: Reporting	Burt & Mauricio
Topic 3: Security	Glendy & Carol
Topic 4: New Topics	

Summary of Discussion

1. Action Item List

Action #15: In Progress – Faye is reporting that she will have the POM report upgraded as opposed to using the Fresno report. Tom needs to talk to Faye to confirm before deleting this item.

Action #21: In Progress – Trouble with accessing within Application Designer. Various access rights have been tested. Dave Lyon will be upgrading the server which is hoped to resolve this situation.

Action #30: In Progress – This item is now getting critical to complete since it prevents users from executing 2 tier reports. Dave Lyon is handling this. No status today.

Action #34: Complete. Plan was presented to SA Implementation Council. Burt will present HR confidentiality forms to the SA people at the first IDP session for their signatures.

Action #35: In Progress – Dave Lyon will be upgrading the server which is hoped to resolve this situation.

Action #36: Complete. George and May are coordinating the development of the plan as well as working with CMS to get the necessary databases created. This item has been moved to the SA action items list.

Action #37: Completed – George is working with May. This item has been moved to the SA action items list.

Action #38. In progress. Mauricio is anticipated to at month end or as soon as the end of next week if he completes the reports currently given to him. HR has hopes that Mauricio will be able to work in parallel on some reports with Sui to aid in the transition. HR does owe him some more specs. Mauricio will not start any reports that can't be completed prior to his last day. Tom needs to contact him ASAP to begin cross-over training (joint development) and transition plan.

Action #39. Completed. Item will be added to the project plan for rolling out temporary faculty.

Action #40. The group discussed using the reporting database for non-update activities such as queries.

Action #41. There are 3 different problems: #1 problems with application messaging. To initiate the process, the process is expecting the person running the process to have read/write access to a file server directory. It is an issue with PeopleCode. May has been working with CMS on this. CMS recognizes it as there problem and we are waiting for them to implement the solution.

#2. Problems with the account code build process. It can't find classes. The class field didn't get populated in the conversion. George fixed the class field, which progressed us a little further in the build process, but we are still encountering errors. We fear that other fields are missing that also affect this. George is reviewing the conversion scripts to see if he could find other related fields that could have been missed that are affecting the process.

#3. It is taking allot of time (background processing) when Budget/Vickie is correcting payroll stuff. George will change the page to deferred processing as opposed to immediate processing... processing when she finishes the list as opposed to processing after each item on the list.

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 Tom Adamski Faye Hatman	11/12/02 1/7/03 1/14/03 1/28/03	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 1/21/03	IP
11/19/02	30. Install HR 8.0 on Citrix Server	Tom Adamski	12/5/02 1/7/03 1/14/03 1/21/03	IP
12/3/02	34. SA Project Security Plan	Carol HG	1/7/03 1/14/03	C
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 1/21/03	IP
12/10/02	36. Database Management Plan (non prod)	Carol HG George May	1/8/03 1/28/03	C Moved to SA
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 May Tang	1/6/03 1/14/03 1/28/03	C Moved to SA
1/7/03	38. Report-closing meeting	Mauricio Calderon Tom Adamski	1/17/03	IP
1/7/03	39. Temporary Faculty rollout security plan	Burt Casey Carol HG	1/21/03	C Moved to project plan
1/7/03	40. Shareplex status is needed	Glendy Yeh	1/14/03	C
1/14/03	41. Issues with time/labor	Burt Casey George Trindle	1/21/03	N

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

2. Reporting

See comments to action item #38.

3. Security

See comments to #34 and #39.

4. New Topics

The group is motivated to stop meeting but we can't do that until the action item list shrinks. At this point, the technology-related items comprise half of the list of action items. So, anything that can be done to get these closed will not only solve some issues but also aid in closing out the implementation phase of the HR upgrade project.