



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

Meeting Logistics

Title	HR Implementation Council
Purpose	Discuss post implementation issues on the upgrade to CMS/PeopleSoft HR Version 8.0
Date	Tuesday, January 28, 2003
Time	3:00 to 4:00 PM
Location	Building 13C
Participants	Tom Adamski, Joe Belarde, Mauricio Calderon, Burt Casey, Williams Espino, Faye Hatman, Carol HG, Jane Peters, Jane Self, Sui Cheung, Betty Wu, and George Trindle

Agenda

Topic	Led By
Topic 1: Action Items	Carol
Topic 2: Reporting Transition	Tom & Mauricio
Topic 3: New Topics	
Topic 4: Future Meetings	Carol

Summary of Discussion

1. Action Items

Action #35. Dave has been working w/May. Status needs to be checked.

Action #43. See discussion topic.

Action #46. In Progress. Working better with minor glitches. FTE for FIRMS needs a script to correct data. The other issue is that the Finance is not picking up FTE from the feed file. Glendy is working to resolve the Finance issue. Application messaging hasn't yet been tested. It will be tested next.

Date Initiated	Activity	Responsibility	Target Date	Status
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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	C
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	C
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 1/28/03	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 1/21/03	C
1/7/03	38. Report-closing meeting	Mauricio Calderon Tom Adamski	1/17/03 1/28/03	C
1/14/03	41. Issues with Labor Cost Distribution	Burt Casey George Trindle Faye Hatman	1/21/03 1/28/03	IP

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

2. Reporting

Status of Phase 1 reports.

- 5 Recruit Workforce reports and 1 Faculty Affairs report are in the process of being moved into production.
- 1 Faculty Affairs report needs user approval.
- 1 Contract report (a phase 2 report) needs user approval
- Budget's BD001 and BD002 will be in production within the next days.
- Tree cloning. Finance did their part and tested. In TST, HR needs to test cloning. Project needs to be moved into production on the Finance side. No changes on the HR side.

On a go-forward basis, the following reporting needs were identified:

- Temp Faculty. Temp faculty testing begins on 2/14 and they would like the reports available at that time.
 - *Decision: Extend Mauricio until 2/28 to work on Temp Faculty reports.*
 - *Action: Re-evaluate Mauricio's roll-off date with the status of the work 2 weeks prior to Mauricio's roll-off date (2/14).*
 - *Action: Jane/Joe will work with the user group to prioritize the list.*
- Phase 2 reports. There are approximately 8 reports.
 - *Decision: I&IT Applications will develop the phase 2 reports. Phase 2 reports specs are accessible on the reports spreadsheet maintained by HR.*
 - *Action: The Phase 2 reports need to be prioritized by Williams/Burt.*
- Ad-hoc queries. No permanent resource is assigned. These needs are dealt with as needed based on demands and available resources.
 - *Action: Tom is reviewing staffing related to supporting HR/Finance production support and new report development.*
- Production support. HR reports requests were funneled through Williams/Burt who developed the specifications. When Joe leaves, Faculty Affairs will funnel their report requests to Williams/Burt. Budget submits their requests directly. HR

Users were told that there is a "90 day wait period" before changes can be requested to production reports (excludes critical errors and operational needs).

- *Decision: Changes to production reports will be directed to I&IT Applications. Mauricio will be available to provide assistance and/or answer questions.*
- *Action: Betty/Sui need an orientation session with Mauricio and Williams. Tom will schedule the meeting.*
- *Action: Tom is reviewing staffing related to supporting HR/Finance production support and new report development.*
- New reports for Student Time and eBenefits rollouts. Look at the project plan to anticipate the need and the timing for that need.

3. New Topics

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4. Future Meetings

The group agreed that no further HR Council meetings were needed. Meetings will be called as needed to address issues/concerns such as those introduced during the SA implementation. Meetings specific to reports and other topics will be scheduled as needed.