



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, September 3, 2002
Time	10:00 to 11:00 AM
Location	Building 13C
Participants	Tom Adamski, Joe Belarde, Burt Casey, Williams Espino, Carol Heins-Gonzales, Jane Peters, Jane Self, and George Trindle

Agenda

Topic	Led By
Topic 1: Introductions	Carol
Topic 2: HR Implementation Council Structure	Carol
Topic 3: Database Conversion Discussion	Joe & George
Topic 4: Action Item List for Future Meetings	Carol
Topic 5: Proposed Meeting Dates	Carol

Summary of Discussion

1.1 Introductions

Carol introduced the new team.

2.1 HR Implementation Council Structure

List of participants and meeting dates was passed out at the meeting.

3.1 Database Conversion Discussion

Tom said that the upgrade process would continue in a parallel manner. May Tang is on Step 37 (Database Conversion #2) and should have all steps completed by Wednesday, September 4.

Burt said the sandbox (Database Conversion #1) is back as H8POMDVL.

Joe said that we should wait for May to complete her work before starting to compare the new database with the first database done by George. CMS has stated that there is room for 3 complete databases.

Tom asked George to do the next upgrade (Database Conversion #3) using the process May just created. He will coordinate between May and George to apply all fixes and upgrades.

Joe will decide which fixes should be applied by analyzing information on the CMS web site. The database can then be cloned after fixes are applied rather than applying fixes to each.

All requests for work are to go to Tom for assignment.

Tom said that Sui Cheung would handle HR reports. She has had problems testing reports between DVL and CNV. He would like permission to open up more non-production databases to the developers. Burt is concerned about confidentiality of the data if we do this. She would like Enterprise Computing staff to sign a confidentiality form. George asked if an existing form could be used. Burt will initiate the process by sending Sui, May, Tom and Bill Manes the normal user access form for non-production databases.

Burt needs data verification process that will verify data from the State Controller's Office and PeopleSoft. The initial process needs to be developed no later than Tuesday, September 17.

4.1 Action Item List

Date Initiated	Activity	Responsibility	Target Date	Status
9/3/02	1. Database Conversion #2	Tom Adamski	9/4/02	IP
9/3/02	2. Develop plan to coordinate the work of George and May	Tom Adamski	9/19/02	N
9/3/02	3. CNV access for Sui, May, Tom & Bill	Burt Casey	9/8/02	N
9/3/02	4. Data verification process between SCO and PS	George Trindle	9/17/02	N

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

5.1 Proposed Meeting Dates

September	October	November	December
9/03/02	10/01/02	11/12/02	12/3/02
9/19/02 (moved to Thursday because of Fall Conference)	10/15/02	11/26/02	12/10/02
	10/29/02		12/17/02