



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	Thursday, September 19, 2002
Time	10:00 to 11:00 AM
Location	Building 13C
Participants	Joe Belarde, Burt Casey, Stephanie Doda, Williams Espino, Faye Hatman, Jane Peters, May Tang, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
Topic 1: Action Items	Stephanie
Topic 2: Database Conversion	Joe & George
Topic 3: CMS Status Report	Stephanie
Topic 4: Meeting Date Changes	Stephanie

Summary of Discussion

1. Action Item List

Item #1 – May completed the database conversion for Database #2 on September 9.

Item #2 – Tom is in Salt Lake City at the TUG meeting so we don't have a report today.

Item #3 – Burt reported that May has access. Sui will get access today to Test. Burt will talk to Tom about what access he and Bill need.

Item #4 – George has developed the process and he is ready to start testing. It should be complete by Friday.

Item #5 though Item #8 – New items from discussion below.

Date Initiated	Activity	Responsibility	Target Date	Status
9/3/02	1. Database Conversion #2	Tom Adamski	9/4/02	C
9/3/02	2. Develop plan to coordinate the work of George and May	Tom Adamski	9/19/02	IP
9/3/02	3. 7.6 Test access for Sui, May, Tom & Bill	Burt Casey	9/8/02	IP
9/3/02	4. Data verification process between SCO and PS	George Trindle	9/17/02	IP
9/19/02	5. Check with Finance Team on temporary elimination of databases	Glendy Yeh	9/20/02	N
9/19/02	6. Information for September CMS Status Report to Stephanie	Burt Casey Joe Belarde	9/30/02	N
9/19/02	7. Help Faye & Tom with 7.6 reporting issue	Joe Belarde	10/01/02	N
9/19/02	8. Contact Barbara Engravidio about new Go-Live date	Stephanie Doda	9/20/02	N

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

2. Database Conversion

May will clone Database #2 and 7.6 Production on Monday. This conversion took three weeks as compared to the one done by George (Database #1) which took six weeks. Conversion of Database #3 should take four weeks and then there will be the final conversion in December. George and May are planning on doing these conversions together so that they can work on timing.

We will not apply any more releases to 7.6 or to 8.0 until after Go-Live. In January, May will do all the upgrades and fixes to 8.0. The only exception would be Emergency Fixes. No SA updates are being done right now.

If possible we need to temporarily eliminate some additional databases to make more room to maneuver. May can have them stored to tape until we need them. Glendy will check with Finance and give May an answer by Friday. There was some discussion on reducing the amount of data in a database, but Faye said that that doesn't work very well.

Burt reported that the SME's will start unit testing October 1. Joe and Burt have been meeting with the SME groups both together and separately on what will be tested.

3. CMS Status Report

Stephanie said that the next status report is due to the Chancellor's Office on October 1.

4. Proposed Meeting Dates

The group agreed to change two meeting dates in October because of Project Charter Workshops for the SA Implementation. The starting time will also move up by a half hour for those two Thursday meetings.

October	November	December
Tuesday, 10/01/02 10:00 – 11:00 AM	Tuesday, 11/12/02 10:00 – 11:00 AM	Tuesday, 12/3/02 10:00 – 11:00 AM
Thursday, 10/17/02 9:30 – 10:30 AM	Tuesday, 11/26/02 10:00 – 11:00 AM	Tuesday, 12/10/02 10:00 – 11:00 AM
Thursday, 10/31/02 9:30 – 10:30 AM		Tuesday, 12/17/02 10:00 – 11:00 AM

5. Reports

First batch of reports will be given to Sui on Monday. There are approximately 30+ reports in the CSU database that we might consider cloning and 25 Pomona reports.

Joe will work with Faye and Tom on a report that hasn't worked very well in the 7.6 production environment. Faye said that it worked well for four months and then Long Beach's name started appearing. A customer brought the errors to her attention. Joe and George will ask Barbara Engravidio about things that are missing in the 7.6 databases.

Joe is working with the SME groups to identify and spec out new reports. They are about 50% done with the work.

Faye emphasized that only Budget can use Position Management Tables for reports. This stops conflicting information from going out to campus users.

6. Security

We need help from Enterprise Computing to get accounts set up for HR Self Service. These services will be rolled out to the campus in starting in January. Glendy will head up this effort and she has a method to set up these accounts, which she will share.

7. Go-Live

The team has been working on new dates for Go-Live as shown below:

- December 9 – Freeze and clone 7.6 production database, start final conversion
- December 18 – Complete conversion
- December 19 – Start testing
- December 23 – Go-Live

We previously told CMS that we would Go-Live on December 13. Stephanie will contact Barbara Engravidio and run the new dates by her.