



## HR Implementation Council Meeting Summary

California State Polytechnic University Pomona

### Meeting Logistics

<b>Title</b>	HR Implementation Council
<b>Purpose</b>	Discuss implementation issues on the upgrade to CMS/PeopleSoft HR Version 8.0
<b>Date</b>	Tuesday, October 1, 2002
<b>Time</b>	10:00 to 11:00 AM
<b>Location</b>	Building 13C
<b>Participants</b>	Tom Adamski, Joe Belarde, Burt Casey, Stephanie Doda, Williams Espino, Faye Hatman, Carol Heins-Gonzales, Jane Peters, Jane Self, George Trindle, and Glendy Yeh

### Agenda

Topic	Led By
Topic 1: Action Items	Stephanie
Topic 2: Database Conversion	Joe & George
Topic 3: Go-Live Dates	Stephanie
Topic 4: Reporting	Burt & Joe
Topic 5: Security	Glendy
Topic 6: New Topics	

### Summary of Discussion

#### 1. Action Item List

Item #2 – C – Tom reported that May and George are working together on Upgrade #3. George is serving as “primary” and he is running with the data issues.

Item #3 – IP – Burt asked what access Tom and Bill should have/. Tom said that their access should be the same as May’s access. Burt will complete as soon as possible.

Item #4 – IP – George gave Burt the first pass on Friday. Jane will look at it next.

Item #5 – C – Glendy reported that the Finance Prototype database has been eliminated to make more room for the HR Upgrade databases.

Item #6 – C – Stephanie received all of the necessary information. A copy of the September reports to CMS were passed out at the meeting.

Item #7 – IP – Tom will work with Faye to get a resource to finish her Finance reports for a class she is giving on October 15.

Item #8 – C – Stephanie talked to Barbara and they are 95% sure that we can Go Live on December 23.

Item #9 – New item 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	C
9/3/02	3. 7.6 Test access for Sui, May, Tom & Bill	Burt Casey	<del>9/8/02</del> 10/11/02	IP
9/3/02	4. Data verification process between SCO and PS	George Trindle	<del>9/17/02</del> 10/17/02	IP
9/19/02	5. Check with Finance Team on temporary elimination of databases	Glendy Yeh	9/20/02	C
9/19/02	6. Information for September CMS Status Report to Stephanie	Burt Casey Joe Belarde	9/30/02	C
9/19/02	7. Help Faye & Tom with 7.6 reporting issue	<del>Joe Belarde</del> Tom Adamski	<del>10/01/02</del> 10/11/02	IP
9/19/02	8. Contact Barbara Engravidio about new Go-Live date	Stephanie Doda	9/20/02	C
10/1/02	9. Create new view for EC to limit exposure of HR data	Glendy Yeh	10/17/02	N

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

## **2. Database Conversion**

George has started the conversion of Database #3. He is timing all of the steps and working through the issues with CMS.

Burt reported that the SME's all have their test plans. They started unit testing in the Conversion database today and will continue until the end of October.

Faye needs the Application Manager to test Labor Cost Distribution. George said that he is half way through the AM process, which he will give to Mauricio.

## **3. Go-Live Dates**

Stephanie and George talked to Barbara Engravidó about the new Go-Live date. CMS is planning on being closed on December 23 but they will have a DBA on-call if we need one. Barbara is 95% sure that George & Blaine will agree to our new date.

## **4. Reporting**

First batch of reports will be given to Sui on September 16. Mauricio is fixing some old Financial Reports but once he is finished he can also help with HR Reports.

Sui has been working on some Finance reports for Faye that need to be totally completed by October 11 for a presentation Faye is giving to campus on October 15. Tom said that Sui is out for the rest of the week so he will ask Mauricio for some assistance in fixing some problems on the reports.

## **5. Security**

The direct access we granted Craig Rich has "migrated" to Paul Henson. He is using it to automatically set up Intranet accounts, WebCT accounts, and dial-in services. Glendy said that the view, which was set up to accomplish this, exposes too much confidential data. She is creating a new view to limit the exposure.

## **6. Shareplex Implementation**

Our window for the Shareplex implementation is October 22 through 29. The biggest thing that we have to do is implement security for the new HR and Finance Reporting Databases.

## **7. User Group Meetings**

The HUG has a two-day meeting on October 7 – 8. Joe is going to attend with Jane and Burt.

The TUG met in Salt Lake City and Tom represented Pomona. He took pictures of the Data Center, which he shared with the group.