



**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, October 31, 2002
Time	9:30 to 10:30 AM
Location	Building 13C
Participants	Tom Adamski, Joe Belarde, Burt Casey, Mauricio Calderon, Williams Espino, Carol Heins-Gonzales, Faye Hatman, Ann Overman-Scott, Jane Peters, Jane Self, Larry Ting, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
Topic 1: Action Items	Carol
Topic 2: Database Conversion	Joe & George
Topic 3: Go-Live Dates	Carol
Topic 4: Reporting	Burt & Joe
Topic 5: Security	Glendy
Topic 6: Requirements for Protecting Confidential Employee Data	Jane

Summary of Discussion

1. Action Item List

Item #4 – IP – Burt will get the revisions to George.

Item #9 – C – Waiting for CMS to complete view. View was completed later in the day on 10/31.

Item #10 – C – We have the ability to shut down another Finance database if need be. It is currently not needed.

Item #11 – C – Larry Leong is helping Mauricio with HR Reports.

Item #12 – C – Meeting is scheduled for Wednesday, November 13, at 8:30 AM in 13C.

Date Initiated	Activity	Responsibility	Target Date	Status
9/3/02	4. Data verification process between SCO and PS	Burt Casey George Trindle	9/17/02 10/17/02 10/31/02	IP
10/1/02	9. Create new view for EC to limit exposure of HR data	Glendy Yeh	10/17/02 10/31/02	C
10/17/02	10. Evaluate turning off databases to improve performance	Glendy Yeh	10/31/02	C
10/17/02	11. Follow up with Project Mgt about adding reporting resource	Carol Heins-Gonzales	10/21/02	C
10/17/02	12. Coordinate meeting with HR, Budget & FA on department IDs	Carol Heins-Gonzales	10/31/02	C
10/31/02	13. Coordinate changes to CMS upgrade plan	George Trindle	11/12/02	N
10/31/02	14. Check status of 7.6 POM002 report for budget.	Tom Adamski Faye Hatman	11/1/02	N
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde	11/12/02	N
10/31/02	16. Evaluate impact of pay tape receipt in December (November tape) on upgrade timeline	Jane Self	11/12/02	N
10/31/02	17. Determine availability of 7.6 reporting database during upgrade.	Glendy Yeh George Trindle	11/12/02	N
10/31/02	18. Evaluated a script to auto create T/L profiles for new employees	Glendy Yeh Burt Casey	11/12/02	N

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

2. Database Conversion

Release 8.0 release 6 is current in the Test instance. The 4th upgrade attempt will begin on 11/11. Minor issues found with items not converting correctly. George and Joe are following up on issues with the conversion of FTE's and will recommend resolution. Every attempt is being made to incorporate conversion issues into upgrade scripts.

3. Go-Live Dates

CMS distributed a copy of their project plan for our upgrade tasks. George will coordinate compiling Pomona's comments.

4. Reporting

Reporting is going well. Williams/Burt are unit testing. Meetings have been done with SME's to get them involved in testing. Ann asked to be involved. Carol will be setting up to discuss the issues with Dept. ID as it relates to reports and WTU accumulation. Any major changes to Dept ID would have to wait for the new fiscal year.

5. Security

Adeline is setting up 8.0 security in development. Burt and the SME's will subsequently test. They will evaluate security during training. Training is scheduled for the 2nd week of December. They will use a script to copy the security to production. The reporting database for 7.6 is setup up. Security is still being fine-tuned.

6. Requirements for protecting confidential employee data.

Jane Self distributed a copy of the recent CSU guidelines for protecting confidential employee data to remind the group of the standard necessary for access to employee data.

7. e-Benefits

Go-live dates for e-Benefits haven't been set. Waiting for answer from CMS whether we will be able to modify objects or are they owned by CMS.

8. Time & Labor

We evaluated files from Long Beach. The setup guides were very helpful. However, we do not plan to implement their spreadsheet process of capturing time.

We will delete dynamic groups in production to help with conversion. Issues with Time & Labor are being resolved. Additional reports will be needed.