



**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, November 12, 2002
<b>Time</b>	3:00 to 4:00 PM
<b>Location</b>	Building 13C
<b>Cal Poly Pomona Participants</b>	Tom Adamski, Joe Belarde, Burt Casey, Mauricio Calderon, Stephanie Doda, Williams Espino, Carol Heins-Gonzales, Jane Peters, Jane Self, May Tang, George Trindle, and Glendy Yeh

**Agenda**

<b>Topic</b>	<b>Led By</b>
Topic 1: CMS Project Meeting	Barbara Engravidio
Topic 2: Action Items	Carol
Topic 2: Database Conversion	Joe & George
Topic 4: Reporting	Burt & Joe
Topic 5: Security	Glendy
Topic 6: New Topics	

**Summary of Discussion**

**1. CMS Project Meeting**

George Mansoor reviewed the CMS project plan. The campus will begin the upgrade process (release 5) on Monday, December 9 at 8:00 AM. It is expected it to take 100 hours excluding the tools upgrade using a 24 hour clock. Expecting to be completed by Thursday, December 12. After which, we plan upgrade to release 6. CMS is concerned that we thoroughly test the upgrade before going forward to release 6. George Trindle proposed that we test release 6 on the conversion test of conversion to understand the issues. We will take one day to perform basic testing of release 5 prior to going forward

to release 6. Sysadm will be given back to CMS by December 20. We require Sysadm to run scripts to perform clean up of converted data.

The tools upgrade can wait until after we go live in January following normal upgrade procedures (prior to January 18).

We will be able to contact Unisys directly during the upgrade process to request backups (backup on demand), etc. CMS will provide for retention of the backups.

## 2. Action Item List

Item #4 – C – Moved off of list since it is now a report

Item #13 – C – Let them maintain it and provide them updates. We run off of a separate project plan.

Item #14 – IP – Betty is working on it. Should be completed this week.

Item #15 – IP – Burt and Joe will look at it.

Item #16 – C – The pay tape will be available December 2. We have to go live on 12/9. Needs coordination with Budget. October's tape went through with minimal errors so November's is expected to be okay.

Item #17 – C – We won't need the reporting database since they will be cloning 7.6. There is concern that users will forget it is non-production and make updates. Communication will be important.

Item #18 – IP – In process.

Date Initiated	Activity	Responsibility	Target Date	Status
9/3/02	4. Data verification process between SCO and PS	Burt Casey George Trindle Mauricio Calderon	<del>9/17/02</del> 10/17/02 10/31/02	C
10/31/02	13. Coordinate changes to CMS upgrade plan	George Trindle	11/12/02	C
10/31/02	14. Check status of 7.6 POM002 report for budget.	Tom Adamski Faye Hatman	<del>11/1/02</del> 11/19/02	IP
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde Burt Casey	<del>11/12/02</del> 11/19/02	IP
10/31/02	16. Evaluate impact of when the November tape will be available and its impact on upgrade timeline	Jane Self	11/12/02	C
10/31/02	17. Determine availability of 7.6 reporting database during upgrade.	Glendy Yeh George Trindle	11/12/02	C

10/31/02	18. Evaluated a script to auto create T/L profiles for new employees	Glendy Yeh Burt Casey	<del>11/12/02</del> 11/19/02	IP
11/12/02	19. Provide CMS wants a list of which processes to bring up when (step 45)	Burt Casey	11/19/02	N
11/12/02	20. Provide CMS a list of updates/fixes to be applied	George Trindle May Tang	11/27/02 (Pre) 12/4 (Final)	N
11/12/02	21. Project directory for reports	Tom Adamski Mauricio George Glendy	11/19/02	N

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

## 2. Database Conversion

Conversion #4 started today. So far, so good. See CMS notes above.

## 3. Reporting

Reporting is going well. Users will be given Friday as a deadline to review reports as well as be required to sign off on reports before being put in production. Testing is now behind. Larry is here until the end of the week.

## 4. Security

Access issue: The EC scripts have been modified to go against the new views. Plan to submit a request to CMS to remove to old account/view.

Security will require 32 hours to migrate to production in addition to the work Adeline has done. This work includes row-level security, US versus global, etc. Burt will have to perform this work since it requires knowledge of the business processes.

## 5. Time & Labor

Still having issues. We have received a fix that we hope to resolve the issue.