



**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 19, 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, Sandra Bufalini, Burt Casey, Stephanie Doda, Williams Espino, Faye Hatman, Carol Heins-Gonzales, Jane Self, May Tang, George Trindle, and Glendy Yeh

**Agenda**

<b>Topic</b>	<b>Led By</b>
Topic 1: CMS Project Meeting	Barbara Engravido
Topic 2: Action Items	Stephanie
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**

Barbara reviewed the items on the project plan due soon. Item #5 is 100% as well as item #10. Item #11 has been completed but there is a question of names. Tom will provide CMS feedback by tomorrow, 11/20. Define #18 are dependent on item #11.

Backups need to have calls logged with Help Desk so that Unisys is notified of intent for back up on demand. The ticket will include the names of those authorized to request back up on demand.

Item 22 and 23 include campus SQRs.

George reviewed the dates on the project plan. CMS will need to be given approximate time for certain tasks based on estimated timing for the tasks. The date on the #44 will be changed to 12/9.

## 2. Action Item List

- **Action #14:** In progress. Budget Services is unable to run report. To date, reports have been run by EC staff and need to run by Budget Services staff. POM002 will be replaced by Fresno report in 8.0.
- **Action #15:** Joe needs to provide sample if it can run. Problems with tree security error.
- **Action #18:** Not applicable. The script doesn't apply to what we need.
- **Action #19:** Burt will get that to them on 11/22.
- **Action #20:** May/George will get that to CMS by 11/27.
- **Action #21:** In progress. Being reviewed by EC staff.

Date Initiated	Activity	Responsibility	Target Date	Status
10/31/02	14. Check status of 7.6 POM002 report for budget.	Tom Adamski Faye Hatman	<del>11/1/02</del> 11/26/02	IP
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde Burt Casey	<del>11/12/02</del> 11/26/02	IP
10/31/02	18. Evaluate a script to auto create T/L profiles for new employees	Glendy Yeh Burt Casey	<del>11/12/02</del> 11/19/02	C
11/12/02	19. Provide CMS a list of which processes to bring up when (step 45)	Burt Casey	<del>11/19/02</del> 11/22/02	IP
11/12/02	20. Provide CMS a list of updates/fixes to be applied (items 22&23)	George Trindle May Tang Burt Casey Joe Belarde	11/27/02 (Pre) 12/4 (Final)	IP
11/12/02	21. Project directory for reports	Tom Adamski Mauricio C. George Trindle Glendy Yeh	<del>11/19/02</del> 12/3/02	IP
11/19/02	22. Provide CMS feedback on IP address names	Tom Adamski	11/20/02	N
11/19/02	23. Log call with Help Desk so that Unisys is notified of intent for back up on demand. The ticket will include the names of those authorized to request back up on demand.	May Tang	12/6/02	N

11/19/02	24. CMS will need to be given approximate time for certain tasks based on estimated timing for the tasks.	May Tang George Trindle	11/26/02	N
11/19/02	25. Log CMS tickets for necessary passwords	May Tang	11/26/02	N
11/19/02	26. Get CMS a list of SQRs (items 22 & 23)	May Tang George Trindle Burt Casey Joe Belarde	12/5/02	N
11/19/02	27. Follow up with CMS to notify them that we are working on Saturday and need support.	May Tang George Trindle	11/20/02	N
11/19/02	28. Notify HR listserv of the Help Desk number and help desk ticket (#27)	George Trindle	11/21/02	N
11/19/02	29. Create a contact list for off hours campus folks	George Trindle	11/28/02	N
11/19/02	30. Install 8.0 on Citrix Server	Tom Adamski	12/5/02	N
11/19/02	31. Notify HR users that the database will be unavailable from 12/8 at 3 PM until 12/23 at 7 AM. <b>Potential issues are student payroll and temp faculty affairs.</b>	May Tang George Trindle	11/21/02	N

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

## 2. Database Conversion

No new status. Conversion is in progress. No new issues have been discovered.

## 3. Reporting

End users have stepped up on testing. Testing will need to be further escalated due to the deadline for SQRs. We need to improve the process for letter generation. Testing was planned for Saturday but application was down.

## 4. Security

Adeline finished security. She ran a report to compare/contrast between 7.6 and 8.0. Burt will coordinate resolving the issues noted by Adeline.

## 5. New Topics

- **Shareplex:** Due to all the problems, we are unable to use Shareplex. Glendy is coordinating the issues.
- **Citrix:** We need 8.0 installed on Citrix server for 3 tier access.