



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, November 26, 2002
Time	3:00 to 4:00 PM
Location	Building 13C
Cal Poly Pomona Participants	Joe Belarde, Sandra Bufalini, Burt Casey, Stephanie Doda, Williams Espino, Carol Heins-Gonzales, May Tang, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
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

Task #18 is not complete pending feedback with Tom Adamski. Need to have decision by 12/3.

Task #24, CMS needs a list of updates and fixes being applied during the upgrade.

Task #22, 23, & 26 includes SQRs for campus reports. We can upload SQRs past the cutoff date via help desk tickets.

2. Action Item List

- **Action #14:** Status not provided. Tom and Faye not present.
- **Action #15:** Burt is researching an issue with the tree that is a close of the department security tree. Our tree is setup as a department tree and Fresno's tree is setup as a default tree. The department security table needs to be cloned to the default tree.
- **Action #19:** Completed.
- **Action #20:** Will send them list today.
- **Action #21:** George moved the structure to a Cedar. Issues with security and forcing names to upper case. Glendy will call Dave Lyon.
- **Action #22:** Task #18 on CMS' project plan is not complete pending feedback from Tom Adamski. Need to have decision by 12/3.
- **Action #23:** Completed
- **Action #24:** George will provide CMS rough estimates.
- **Action #25:** Same ticket as #23. Waiting for password.
- **Action #26:** We will provide them list now. As we obtain sign off and prepare packages, send packages to CMS via help desk ticket.
- **Action #27:** Completed. Ticket #34081.
- **Action #28:** Completed
- **Action #29:** Burt will compile the list. Carol will compile the list for the project office.
- **Action #30:** This may require a separate server due to the version differences. Joe was able to login to 7.6 not 8.0. Mauricio/George will need to work with Joe to change properties.
- **Action #31:** Burt/Joe will send weekly count down messages to remind users of applicable deadlines.

Date Initiated	Activity	Responsibility	Target Date	Status
10/31/02	14. Check status of 7.6 POM002 report for budget.	Tom Adamski Faye Hatman	11/1/02 12/3/02	IP
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde Burt Casey	11/12/02 12/3/02	IP
11/12/02	19. Provide CMS a list of which processes to bring up when (step 45)	Burt Casey	11/19/02	C

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	11/19/02 12/3/02	IP
11/19/02	22. Provide CMS feedback on IP address names	Tom Adamski	11/20/02	IP
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	C
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 12/3/02	IP
11/19/02	25. Log CMS tickets for necessary passwords	May Tang	11/26/02 12/3/02	IP
11/19/02	26. Get CMS a list of SQRs and Reports (items 22 & 23)	May Tang George Trindle Burt Casey Joe Belarde	12/5/02	IP
11/19/02	27. Follow up with CMS to notify them that we are working on Saturday and need support.	May/George	11/20/02	C
11/19/02	28. Notify HR listserv of the Help Desk number and help desk ticket (#27)	George	11/21/02	C
11/19/02	29. Create a contact list for off hours campus folks	George	11/28/02 12/3/02	IP
11/19/02	30. Install HR 8.0 on Citrix Server	Tom	12/5/02	IP
11/19/02	31. Notify HR users that the database will be unavailable from 12/8 at 3pm until 12/23 at 7am. Potential issues are student payroll and temp faculty affairs.	George Trindle May Tang Burt Casey Joe Belarde	11/21/02 12/3/02	IP
11/25/02	32. Follow up with Ray Inge regarding use of SSN on HR reports.	Stephanie	12/5/02	N
11/25/02	33. Contact other campuses regarding issues with Time/Labor	Burt/Joe	12/3/02	N

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

2. Database Conversion

The conversion is almost done. Two tasks are left for release 5 and then release 6 will be applied. We have experienced problems using Rick Wong's scripts, which have been modified (edit checks). Burt captured issues regarding applicant diversity, as well as TRC detail and TRC work, which can't create unique indices. We are working with Rick to address the issues.

3. Reporting

Mauricio is obtaining a lot of feedback on reports. Mauricio brought up the issue with including SSNs on all reports in light of confidentiality issues. Burt stated that SSN is needed for historical checking in PIMS. SSN is required to research historical data in PIMS. Stephanie is follow up with Ray Inge on the use of SSNs in HR reports.

4. Security

Adeline is working with Burt to do the 2nd round security setup with student help.

5. New Topics

- **Monthly Report.** Stephanie needs Burt/Joes input for report by Tuesday, December 3.
- **Time/Labor:** We were able to get student time reporting. However, we can't get hourly pay or overtime pay reported (PIPed). Burt has logged tickets and is working with Tammy. Stephanie reported that San Jose is also having problems. The workaround is for Payroll to enter time in PIMS which will take 2x longer. Budget will also have to manually enter data for the LCD process to work (e.g., account code override). Joe/Burt will dedicate another day to research it. Joe will contact someone at Sonoma.