



**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, December 3, 2002
Time	3:00 to 4:00 PM
Location	Building 13C
Cal Poly Pomona Participants	Tom Adamski, Joe Belarde, Sandra Bufalini, Mauricio Calderon, Burt Casey, Stephanie Doda, Faye Hatman, Jane Self, May Tang, George Trindle, and Glendy Yeh

Agenda

Topic	Led By
Topic 1: CMS Project Meeting	Barbara Engravidio
Topic 2: Action Items	Stephanie
Topic 3: 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: 100% complete.

Task #19: Tom and George Mansoor are working on acceptable IP address names. This task is holding up **Tasks #13, 14, 15, 16 & 20**. Tom will have an answer to CMS by 12/4/02.

Task #22: 90% complete.

Task #23: 90% complete.

Task #24: CMS is moving the date out on this task.

Task #28: 100% complete.

May still needs the contact name and number for the Unisys person who will do the backup on Sunday night. She has already put in a ticket. Barbara will followup.

We were asked if we want the Shareplex Report Instance for Version 8 upgraded from Version 7.6 or do we wanted it created new. We told them that we want it rebuilt new without the security replicated. This will be done on January 7, 2003. The old reporting instance will stop functioning on December 9.

The archived 7.6 production instance will be available as view only for 60 days after Go-Live.

2. Action Item List

Action #14: Complete - Tom reported that the corrections were done by Betty and given to Vicki. Faye said that they are still encountering some problems. However, they are going to issue the report “as is”. This will be the last time the report is used if the Fresno Report (#15) is put into production.

Action #15: In Progress - Burt said that the tree is still not working and a Help Desk ticket was issued by George to see if CMS can help us. Faye will work on this now since her staff has a lot of experience with Invision Reports.

Action #20: Complete – first submission. The next submission is due 12/4/02.

Action #21: In Progress – Tom and Mauricio have finished their parts of the plan. Tom will write everything up and send it out for review.

Action #22: In Progress – This was discussed above in the CMS Conference Call. Tom will complete this by 12/4/02.

Action #24: Complete

Action #25: Complete

Action #26: Complete – This is an on-going task, but it is under control and can go off the Action Item List.

Action #29: In Progress – This has been such a low priority that it is not happening. Everyone needs to send your information to George by Monday.

Action #30: In Progress – There is no status today, but Tom will check.

Action #31: Complete

Action #32: In Progress – Jane said that Ray has the letter to sign

Action #33: Complete

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	C
10/31/02	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde Burt Casey Faye Hatman	11/12/02 12/3/02 12/10/02	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)	C
11/12/02	21. Project directory for reports	Tom Adamski Mauricio C. George Trindle Glendy Yeh	11/19/02 12/3/02 12/10/02	IP
11/19/02	22. Provide CMS feedback on IP address names	Tom Adamski	11/20/02 12/4/02	IP
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	C
11/19/02	25. Log CMS tickets for necessary passwords	May Tang	11/26/02 12/3/02	C
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	C
11/19/02	29. Create a contact list for off hours campus folks	George Trindle	11/28/02 12/9/02	IP
11/19/02	30. Install HR 8.0 on Citrix Server	Tom Adamski	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	C
11/25/02	32. Follow up with Ray Inge regarding use of SSN on HR reports.	Stephanie Jane Self	12/5/02	IP
11/25/02	33. Contact other campuses regarding issues with Time/Labor	Burt Casey Joe Belarde	12/3/02	C
12/3/02	34. SA Project Security Plan	Carol HG	1/7/03	N

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

3. Database Conversion

No new issues. The final conversion starts 12/9/02.

4. Reporting

No new issues.

5. Security

How are the SA people going to get access to the HRSA database? Carol has been voted in absentia to develop a Security Plan by 1/7/03.

6. New Topics

Time/Labor: Burt is still having problems. There are only 3 days left to fix everything.