



**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 10, 2002
Time	3:00 to 4:00 PM
Location	Building 13C
Cal Poly Pomona Participants	Tom Adamski, Sandra Bufalini, Mauricio Calderon, Burt Casey, Williams Espino, Faye Hatman, Carol HG, Walter Kisner, Jane Self, May Tang, 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

The following tasks were marked complete: 29, 30, 32, 35, 36, 37, 45, & 46. CMS requested that we create a User ID for the completion of task #16. George, May and Burt require additional information regarding task #16. This task is related to LCD processing.

2. Action Item List

Action #15: In Progress – For the short term, we will retrofit the POM002 report. Betty is working on this. The Fresno report needs to review some more to work with our trees.

Action #21: In Progress – Complete except for being documented.

Action #22: Complete

Action #29: In Progress – Everyone needs to send your information to George.

Action #30: In Progress – Dave Lyon is handling this. It should be ready for testing by 12/13.

Action #32: Complete – Ray wrote a letter regarding SSNs and it was distributed to the group.

Action #34: In Progress. The issues were discussed at this meeting and procedures were agreed upon for non-production environment while Carol works to coordinate the development of the long-term security plan for SA.

Action #35: New. Glendy will followup with Dave Lyon.

Action #36: New. Carol will coordinate a meeting with all interested parties for the first week of January.

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	21. Project directory for reports	Tom Adamski Mauricio C. George Trindle Glendy Yeh	11/19/02 12/3/02 12/10/02 12/23/02	IP
11/19/02	22. Provide CMS feedback on IP address names	Tom Adamski	11/20/02 12/4/02	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
11/25/02	32. Follow up with Ray Inge regarding use of SSN on HR reports.	Stephanie Jane Self	12/5/02	C
12/3/02	34. SA Project Security Plan	Carol HG	1/7/03	IP
12/10/02	35. PS DOC file share requires upgrade to accept mixed case.	Glendy Yeh	12/23/02	N
12/10/02	36. Database Management Plan (non prod)	Carol HG	1/10/02	N

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

3. Database Conversion

No new issues. Conversion is in progress. A ticket needs to be opened for Pomona SQRs.

4. Reporting

Williams and Mauricio need to review the status of reports. User feedback has improved. Joe needs to follow up on Faculty Affairs.

5. Security

A security plan needs to be developed for non-production environments immediately in order to facilitate the work of SA. However, the security plan for all production environments needs to be developed over the long term.

For non-production environments, the group agreed on the following approach for security:

- George Trindle will serve as security administrator for non-production environments HRSA to create all SA User IDs. Burt will retain her security admin access in non-production environments for HR User IDs.
- Project Management (yet to be determined) will sign all SA-related access forms.
- The Cedar consultants will have security administrator access in non-production environments.
- SA FMLs will have super access excluding security administrator panels at this time.
- All persons with access to HR data will be required to sign a confidentiality statement with HR.

Carol will have this interim plan for non-production reviewed by the SA Implementation Council and presented to the Steering Committee. Other options will be presented to them as well such as scrambling of data. Carol will coordinate the development of the long-range security plan based on work by the security task force being headed by Dr. Pamela McQuestin.

In production environments, Glendy is revising the procedure that the Help Desk will forward all completed User ID to her for centralized dissemination.

6. New Topics

Database Management: A plan will be needed to coordinate the various non-production environments that will be needed. Carol will coordinate this meeting for the week of 1/6.

Go Live Party. We will be celebrating the go-live of HR 8 on January 10.