



**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, December 17, 2002
<b>Time</b>	3:00 to 4:00 PM
<b>Location</b>	Building 13C
<b>Cal Poly Pomona Participants</b>	Tom Adamski, Mauricio Calderon, Stephanie Doda, Williams Espino, Carol HG, 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	Stephanie
Topic 3: Reporting & Testing	Burt & Mauricio
Topic 4: New Topics	

**Summary of Discussion**

**1. CMS Project Meeting**

**Task #16:** Needs to be reviewed with CMS to confirm completion.

**Task #53:** January 7 we will be doing Shareplex upgrade. CMS will send us the exclusion list for 8. We need to submit COMERs to CMS.

**Sysaudit Reports:** We are having trouble executing SYSAUDIT reports on campus. CMS is executing the report for us but we need a long-term solution to execute ourselves. George will follow up.

**Tools Upgrade:** We need to submit request for release 6.5 on top of Baseline release 6 to include tools upgrade. We need to test first.

**CSU Select/Update Roles:** Roles not accessing all of the necessary tables. George will correct.

## 2. Action Item List

**Action #15:** In Progress – For the short term, we will retrofit the POM002 report. Betty is working on this. Mauricio is retrofitted but needs reviewed by the users when we go live w/8. A field needs to be added for the projected salaries by EC. The Fresno report needs to reviewed to see if it is still applicable.

**Action #21:** In Progress – Documentation has been drafted waiting for review.

**Action #30:** In Progress – Dave Lyon is handling this. It has been added. Dave is working with May to work out some issues. Mauricio demonstrated Fresno's setup for Dave's consideration.

**Action #34:** In Progress – Carol presented the plan for non-production security to the SA Council who had no comment. She will present it to the Steering Committee in January.

**Action #35:** In Progress – Dave Lyon setup a test server. Glendy and Dave will set up conversion date.

**Action #36:** In Progress – 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	15. Evaluate the Fresno report (part of baseline) position management report.	Joe Belarde <del>Burt Casey</del> Faye Hatman	<del>11/12/02</del> 12/10/02 1/7/03	IP
11/12/02	21. Project directory for reports	Tom Adamski <del>Mauricio C.</del> George Trindle Glendy Yeh	<del>11/19/02</del> 12/3/02 12/10/02 12/23/02	IP
11/19/02	29. Create a contact list for off hours campus folks	George Trindle	<del>11/28/02</del> 12/9/02	C
11/19/02	30. Install HR 8.0 on Citrix Server	Tom Adamski	<del>12/5/02</del> 12/18/02	IP
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	IP
12/10/02	36. Database Management Plan (non prod)	Carol HG	1/10/02	IP
12/17/02	37. Environment Framework. We need to review our current environment standards before going forward with SA. This will affect the desktops for those with 2-tier access.	George Trindle	1/6/02	IP

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

### **3. Reporting**

26 SQRs are in production. Approximately 14 reports are waiting for user feedback. A half-dozen reports waiting for programming. Users will miss cutoff for getting access to the report in production on the 12/23. The cut off will be 12/20.

### **4. Security**

Carol presented the plan for non-production security to the SA Council who had no comment. She will present it to the Steering Committee in January.

### **5. New Topics**

**Testing.** Williams reported that Burt is working through security. Data seems okay at this early stage. Some remaining setups still are required. There are issues with ~800 contract calculation field due to missing requisitions. George/Joe are following up on this.

**Environment Framework.** We need to review our current environment and prepare a plan for cleaning up. This will affect the all desktops for two-tier access.

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