Executive Oversight Committee
Monday, November 9, 2009
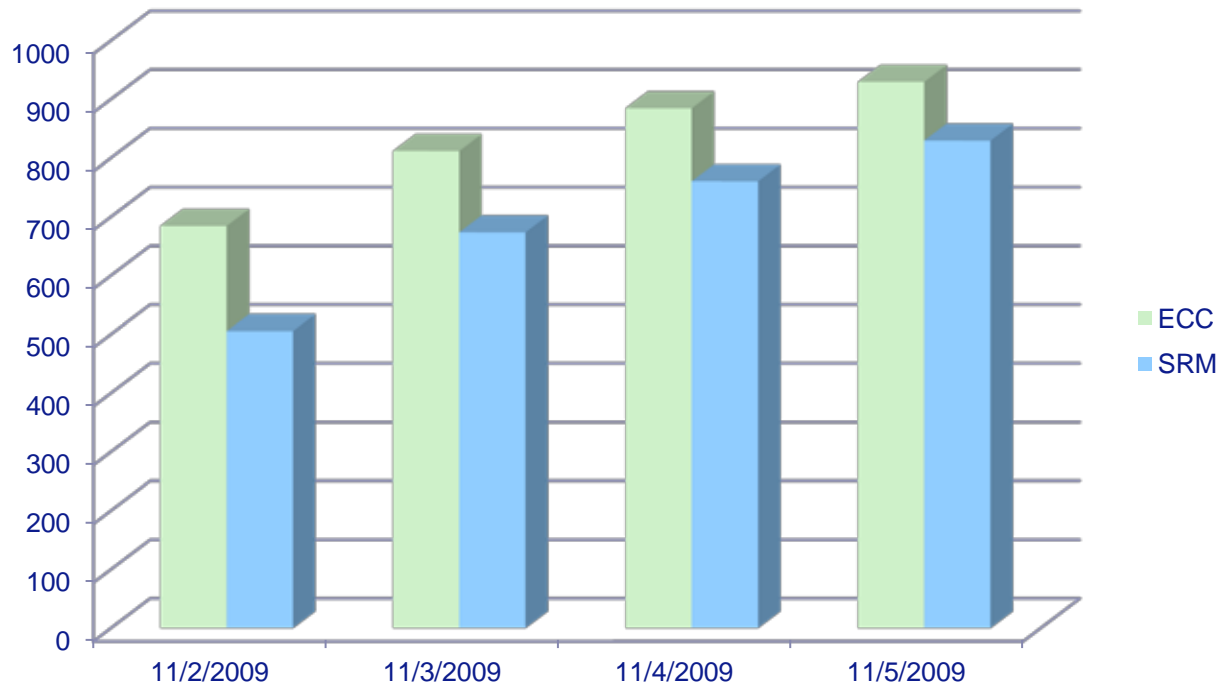
Number of Users Logged into the System:

– Golive SCEIS POST GO LIVE STATISTICS 11/2 – 11/5

Total ECC/SRM Users by Day

FI-MM Phase 3 – Go-live Summary

Number of Users Logged into the System by Agency:

– Golive SCEIS POST GO LIVE STATISTICS 11/2 – 11/5

Average Daily users by Agency
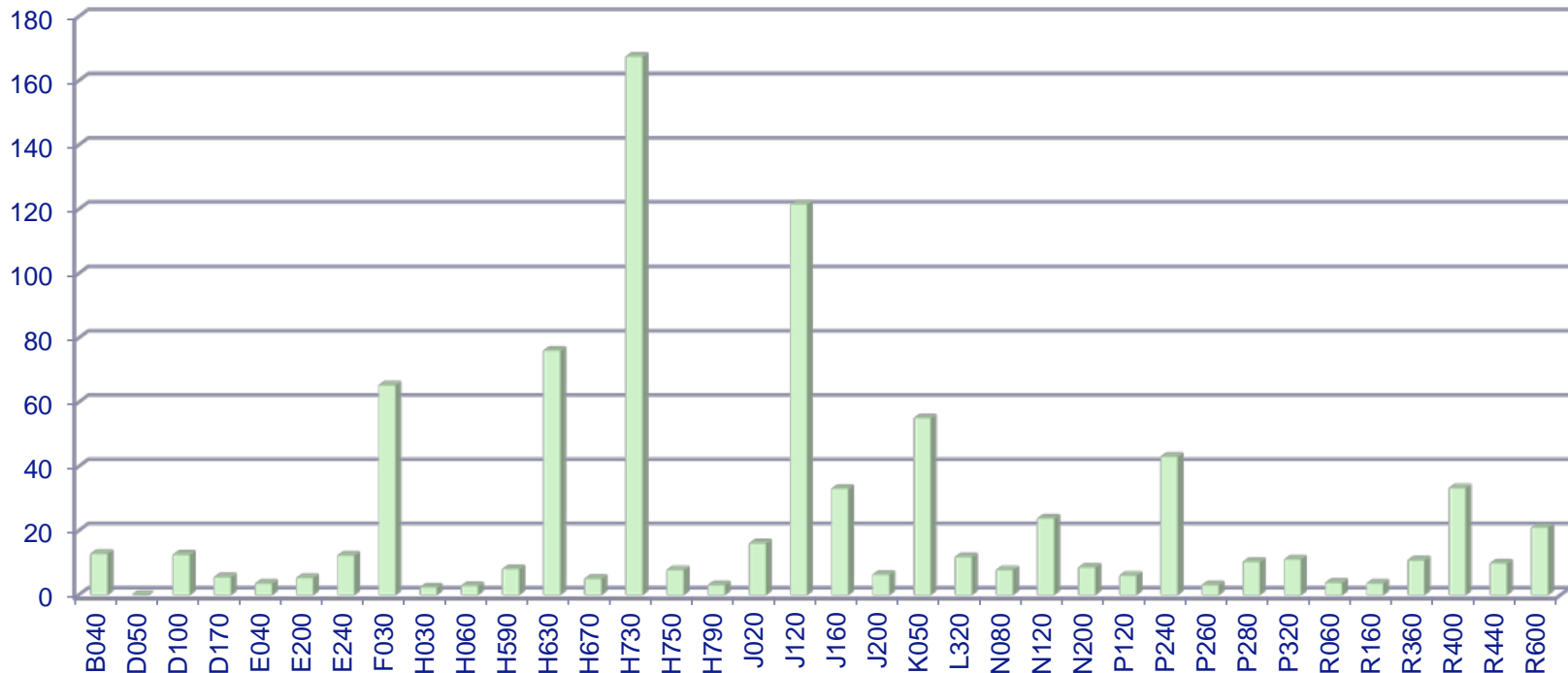
SCEIS Workload: Agency Procurement Activities

– **1,212** shopping carts created with a value of **$4,226,622.57** (includes all live agencies)

– **194** POs were created by **12** new agencies with a value of **$1,245,050**

– Inventory Management: **23** goods issued, **7** goods received, **57** purchase requisitions in 5 plants (within 4 agencies)

– Sales Orders Created - 10

SCEIS Workload: Accounts Payable Activities

- **1600** checks issued by STO via SCEIS for a total of $**65,644,319.28**

- **120** checks posted and issued by Voc Rehab against composite account for a total of **$9,265.77**

- **5045** Direct Pay postings by way of agency interfaces to SCEIS

- **897** Direct Pay entered through SCEIS

- **69** PO-related invoices

FI-MM Phase 3 – Go-live Summary

– Interface Summary

Updated status on FI/MM certifications as of close of business 11/6/09

– **Certified**

- H730 - Voc Rehab - IF383/DDS, IF383/RF, IF383/CS, IF387/JE, IF389/AP, IM387 Purchase Order
- L320 - State Housing Authority - IF383/CA, IF383/RA, IF387/AA, IF387/DL, IF387/SA, IF389/AP
- P280 - Parks, Recreation & Tourism - IF387/PR
- R360 - LLR - IF387/RE
- N080 - PPP - IF383/P1, IF389/AP
- F030 - B&CB - Barbara Bailey- General Services- IF383/AM,IF384/AH, IF384/AJ/IF384/AK, IF384/AL, IF384/AP, IF384/AS,
- F030 – B&CB – Dale Delong – IRF – IF384/AE
- F030- B&CB- Andy Nates – CWOF – IF384/AG
- F030 – B&CB – Randy Nolf – EIP – IF383/AA, IF384/AA, IF387/AA
- J020 - HHS - IF387/ED, IF383/M6, IF387/M6
- R160 – Second Injury Fund – IF383/SI, IF389/CM

FI-MM Phase 3 – Go-live Summary

– Interface Summary

Updated status on FI/MM Certifications as of close of business 11/6/09

– **Pending**
- R400 - DMV - IF384/AR, IF387/JE, IF383/AP (I believe we are good with this one; however DMV has not given the "OK.")
- J120 - DMH - IF383/T1, IF387/DL, IF387/FR, IF387/HL, IF387/PR, IF387/PC, IF387/RX
- H630 - DOE - IF383/BA, IF383/EF, IF383/EI, IF383/SL, IF389/PA, IM382 - outbound to Kardex

(IF383 – AP Direct Pay Invoice, IF384 – AR Customer Invoice, IF387 – Journal Entries, IF389- AP Outbound,IM387 – Purchase Order)

FI-MM Phase 3 – Go-live Summary

– Production Support

Closed Tickets = 737
Total Tickets for Nov 2-5 = 961
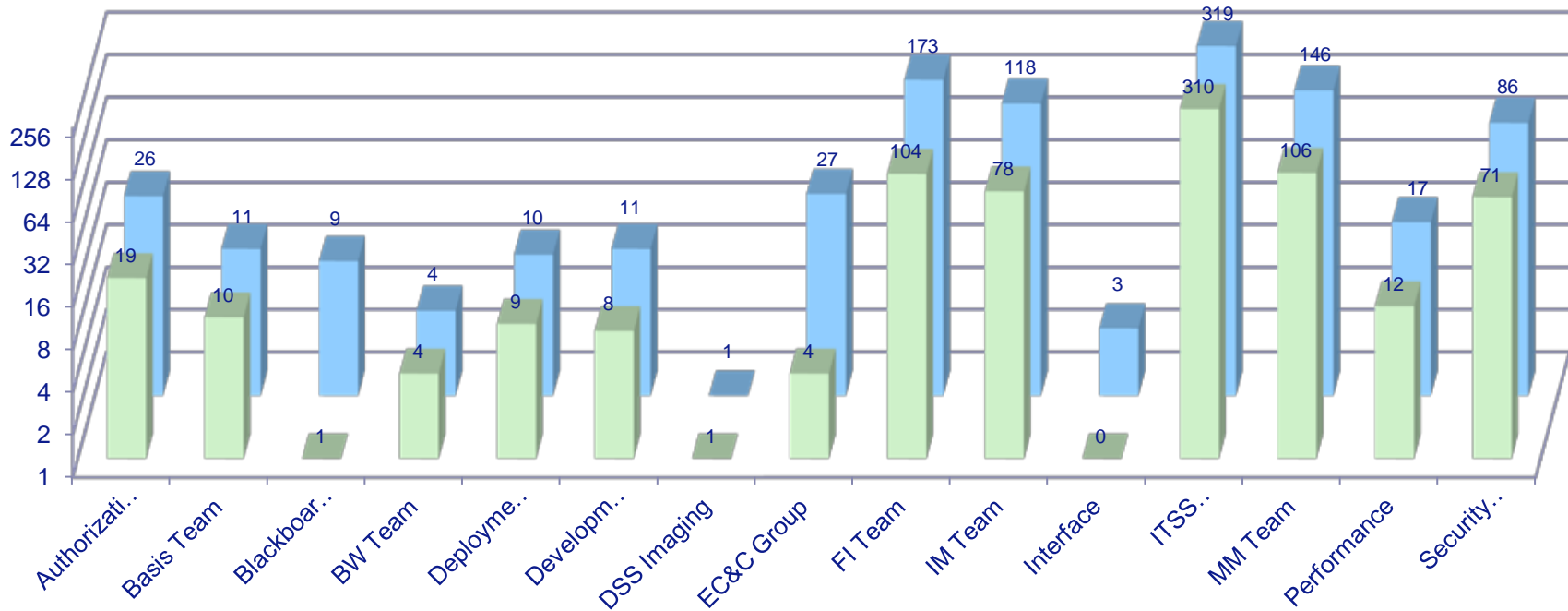
FI-MM Phase 3 – Go-live Summary

- Production Support/Issues
  - Critical areas
    - FI Master Data: Last minute changes have downstream affects
    - Grants
    - Budget/Budget push down
    - AR interfaces/conversions
  - Security
    - Role mapping issues
    - Work Flow mapping

FI-MM Phase 4 – Preparations

– November/December

- Lessons Learned that can be applied to the last Phase
- Continue to work out the details of the project plan
  - Data Migration
  - Role Mapping
  - Training schedules
  - Realization/Integration Testing
  - Cutover time frame
  - Golive

HR/Payroll - Golive

HR/Payroll – Yellow

– Cutover November 16th – December 1st

– November 13th: All validated Organizational Charts due to SCEIS team and make any required changes in HRIS

– November 16th: Cutover officially begins

- Assign all employees to Work Schedules Rule and Work Periods/Weeks in HRIS

- Process outstanding pay actions w/effective date 11/17

- Resolve positions awaiting salary actions

- Complete EPMS reviews according to instructions

- Delete dormant employees from legacy system

- Freeze HR/Payroll legacy systems for daily processing beginning at 6:00 PM

HR/Payroll - Golive

HR/Payroll – Yellow

- Cutover November 16th – December 1st
- November 18th:
  - All non-HRIS agencies' data cleanup spreadsheets
- November 20th:
  - All completed data collection spreadsheets
- December 2nd:
  - HR/Payroll system go-live
  - Ready Room activities begin

HR/Payroll - Golive

- The MySCEmployee Training page at the SCEIS website:

  – Introductory information on MySCEmployee

  – Computer settings that are most compatible with the online MySCEmployee training courses

  – ESS100 MySCEmployee training course and course guide

  – ESS110 Time entry course and course guide

    *Note: evaluation for ESS110 is on the website

  – MSS100 MySCEmployee Manager Self Service Course and course guide

- Number of employees who report that they have completed the MySCEmployee courses:

  – ESS100 MySCEmployee: 305

  – ESS110 Time Entry: 104

  – MSS100 MySCEmployee Manager Self Service: 35

HR/Payroll - Golive

- To date, there are **1913** course enrollments in the SCEIS Training System.
- Courses with highest enrollments:
  - COR120 Enterprise Core Component Overview (**358** enrolled)
  - HR100 HR/Payroll Enterprise Structure (**301** enrolled)
  - OM100 Organizational Management Overview (**108** enrolled)
  - TM100 Time and Leave Management Overview (**100** enrolled)

HR/Payroll - Golive

- As of Wednesday, November 4:
- **5** online training classes have been launched to support **942** enrollments
  - **30** instructor-led classes have been completed
  - **471** students have attended Instructor-led classes
  - **350** students have completed their enrolled courses

Statistics from the Payroll Run Available (2461 employees tested)		
Metric	Percentage	Comments/Notes
Gross Pay	91.55%	matched for gross pay ~13 Employees did not show any value in SAP ~19 Employees did not show any value in the Control (legacy file) ~176 Employees required Agency verification
Net Pay	66% 68.60%	~842 Employees had difference for Net Pay Attributable to taxation on the value of Group Term Life Insurance. Legacy taxed at the end of the year. SCEIS system taxes at the end of each PPD. ~772 Employees exist with differences more than .02 plus or minus
Pre-Tax Deductions	78.42%	Matched out of the 2461 employees tested
Deferred Compensation Deductions	99.80%	Matched
FBMC Deductions	93.38%	Matched
Retirement Deductions	81.80%	Matched
Health Deductions	98.29%	Matched
Dental Deductions	99.15%	Matched
Insurances, Life, and Disability	94.60%	Matched
Loans Deferred Comp Plans	99.92%	Matched
IPP Service Plans	100%	Matched
Voluntary and Parking Deductions	99.63%	Matched
Garnishments	99.92%	Matched

HR/PY Parallel Testing Wave 1

- **Known Differences Identified (items that will be different in SCEIS versus CG Payroll):**

  - Inputed Income will be added to each pay period payroll for the value of Group Term Life over the $50,000 IRS limit. This means the taxable income will be higher in SCEIS and consequently the tax withheld will be marginally higher in SCEIS.

  - Deduction priority is a managed item in the SCEIS system. Those items with the highest priority will be taken first followed by subsequent priorities. The CG payroll does not use a priority system so in some cases deductions taken may be different.

  - Garnishments are managed on a priority basis and will be executed in a sequenced priority. This may influence Net Pay, due to the garnishments taken.

  - Leave without pay calculations will be standardized and will be based on hourly rate and not on the legacy calculation formula. This will result in pay differences.

  - SAP's Tax Calculations are based on annualized tables. The CG Payroll Tax Calculations are based on semi-monthly tables. There are marginal difference in the brackets which will cause differences in tax calculations.

  - The value of Leave Without Pay has changed to be uniformly calculated. There are marginal difference in the new calculation which may impact pay.

- **Final Parallel Test Results:**

  - The Payroll System performed all calculations without errors. The Cycle 1 Payroll Calculation Test was completed on October 13, 2009.

HR/Payroll – Wave II

HR/PY Wave II:

- – Reviewing the Critical Path plan for Wave II
- – Currently entering time sheets for Second Parallel
- – Have already started looking at course/classroom size for Wave II. Numbers are alarming and we are looking at ways to do more Computer Based Training and other methods to ease the Instructor Led courses
- – Developed HR/PY system for all State agencies but there will still be some development that will need to be done for Wave II.