



South Carolina Enterprise Information System

DEPARTMENT OF TRANSPORTATION CONVERSION AND CUTOVER

August 2, 2011

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Agenda

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- Purpose and Objectives
 - Pre-Go-Live Ready Room
 - Cutover Activities

Purpose: To ensure that DOT personnel are familiar with upcoming Ready Room and Cutover activities for the HR/Payroll go-live.

Objectives:

- 1. Understanding of timelines and processes involved in DOT Pre- and Post-Go-Live Ready Room and Cutover activities.**
- 2. Understanding of functionality of Charge Objects at the timesheet level.**



PRE-GO-LIVE READY ROOM

Jennifer Lauer, SCEIS HR/Payroll Team Lead



Pre-Go-Live Ready Room

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- 🌀 The SCEIS Team has set up a pre-go-live Ready Room for DOT to complete some validation activities
 - 🌀 Activities:
 - 🌀 Validation of DOT organizational chart in Nakisa
 - 🌀 Updating of org chart issues in HRIS
 - 🌀 Investigation/reconciliation of various errors identified by SCEIS during data loads
 - 🌀 Payroll parallel of sample subset of employees

Pre-Go-Live Ready Room

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- You will participate in pre-go-live Ready Room activities at the SCEIS Office on Browning Road from August 2, 2011 to August 15, 2011
 - The morning session begins at 9 a.m. and ends at noon
 - The afternoon session begins at 1:30 p.m. and ends at 4:30 p.m.
 - We will close the Ready Room from 12 to 1:30 for lunch. You may leave items in the room if you wish, but the doors will be closed.

Pre-Go-Live Ready Room

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- If you have not already provided information on the individuals that will be performing the org chart validation tasks in Nakisa, please provide their names and birth dates to the SCEIS Team as soon as possible so that identification can be set up for those users
 - You will be viewing the DOT org chart in Nakisa, but you will make updates and changes in HRIS, as needed

Pre-Go-Live Ready Room

- ☉ We will also provide you with some preliminary reports to review and validate in the Ready Room
- ☉ Examples of reports may include (but are not limited to):
 - ☉ Workers' Compensation Hazard Codes
 - ☉ SHAC Census Codes
 - ☉ HRIS/CG Legacy Payroll/SCEIS Mismatch Reports
 - ☉ EIP/SCEIS Date of Birth Discrepancies
 - ☉ Other preliminary error reports for various Infotypes
- ☉ Please refer to the Pre-Go-Live Ready Room Activities List sent to you on July 26th for additional information on the reports you should bring with you to the Ready Room on August 2nd



CUTOVER ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead



What is Cutover?

- Cutover is the period of time just before the designated go-live date during which data is finalized, validated and loaded into the SCEIS system
- DOT Cutover will run from August 17th through September 1st
- The Project Team will work collaboratively with DOT to complete all Cutover activities

- 🕒 The most up-to-date DOT SCEIS Cutover Guide was sent to you on July 26th
- 🕒 The Guide contains a calendar of cutover and go-live-related activities including key dates for completion of DOT activities
- 🕒 The Guide contains detailed instructions for the completion of each activity together with the date in which the activity must be completed
- 🕒 A series of data conversion spreadsheets and detailed instructions were posted to the SCEIS website in July

Importance of Cutover Deadlines

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- ⦿ It is critical that you complete these activities by the given deadlines
 - ⦿ Information not provided to the team by the set deadlines will have to be keyed by the agency directly into the SCEIS system in the Ready Room after go-live or it may be loaded by the SCEIS team after go-live

Cutover Data Spreadsheets

- ☉ Please review the spreadsheets sent to you last week and complete if applicable to DOT
- ☉ If one or more of these spreadsheets does not apply to DOT, **please send us a note to that effect**
- ☉ Instructions for each spreadsheet are included within the workbook
- ☉ These spreadsheets or notifications that they do not apply are due to the SCEIS Team **by August 22nd**
- ☉ Please make arrangements to send your data to the SCEIS Team securely to protect any sensitive data
- ☉ You may submit your information to us electronically using a CD-ROM

Cutover Data Spreadsheets

Internal Titles Conversion	HRP1018 Cost Objects and Vacant Position Funding	Board Member Travel Conversion
Recurring Payments, Furlough, and IT0185	Tort Liability Codes	Charge Objects Conversion
IT0041 Date Types Conversion	IT2012 Time Transfer Specifications	IT0022 Educational Disciplines
IT0672 FMLA Balances Conversion	IT2013 Quota Balances * Due August 31 st	Non-Resident Alien Processing
IT1008/IT1013 for Temp Grant and Time Limited Leave Eligibility and Hourly Paid Conv. (TBD)	IT9005 Premium Rates Conversion	Leave Pool Balances
IT0006 Company Housing Data	District Information	IT0185 Career Path, Decrease Indicator, and Retiree Data
Who's Who Search Restriction Data	IT0105 Communications (includes email and legacy ID)	IT9001 Work Unit Field Conversion
IT0007 Working Time	PA0795 Drivers' Licenses	

Cutover HRIS Shutdown

- 🕒 HRIS will not be available for entering transactions beginning **6 p.m. on Tuesday, August 16th**
- 🕒 Do not attempt to key actions with an effective date of 8/17 – 9/1 until you are notified that the system has been reopened
- 🕒 Please do not key actions with an effective date of 9/2 or later into HRIS; these items will be keyed directly into SCEIS after go-live
- 🕒 The SCEIS Team will notify you when HRIS is reopened after the extract of the system data is taken

Cutover HRIS Shutdown

- ☉ Positions awaiting salary actions in “08 status” must be resolved no later than **August 16th**
- ☉ If this information is not keyed into HRIS before the freeze period begins at 6:00 p.m. on August 16th, DOT will be required to update this information **in both HRIS and SCEIS**
- ☉ Resolve all pending “Meets by Default” EPMS ratings and any other outstanding EPMS issues in HRIS before the HRIS shut down on **August 16th**

Cutover HRIS Shutdown

- ☉ Transactions that must be completed during the 8/17 – 9/1 freeze period may be entered into HRIS after it is reopened
- ☉ Any changes to an employee's record during the freeze period will need to be keyed into **HRIS, legacy payroll, any DOT legacy systems, and SCEIS upon go-live.** This will mean some multiple data entry in order to ensure consistency across systems for that period (this include personal data changes, payroll information, etc.)

Cutover

Employee Requirement

- ☉ Employees in all position types (including temporaries) **must** be entered into HRIS in order to be converted into SCEIS
- ☉ If employees are not entered into HRIS and converted, they will be entered into SCEIS by DOT post go-live in order to be paid in SCEIS

Cutover

Validate Additional Fields

Validate, as indicated in the data cleansing guide, that the following fields are accurate for all types of positions:

- FLSA
- Insurance indicator
- Part-time/Full-time indicator
- Leave indicator

Cutover

Vacant Position Funding

- ☉ Funding information for vacant positions may not be available for conversion in some cases
- ☉ To capture this data, you will use a conversion template for IT1018
- ☉ Begin considering your vacant positions so you have that information ready for the template

Cutover

Temp, TG, TL Pos. Conv.

- ⌚ Temporary, Temporary Grant, and Time-Limited positions will be converted to a “non-regulatory” Job with a code of UZ01
- ⌚ The legacy classification (State Title) will be stored on the Internal Title field in SCEIS for your reference

Cutover Leave Balances

- ☉ You must maintain updated leave records through September 1st in your legacy leave system
- ☉ The SCEIS Team will load your leave balance information via the IT2013 spreadsheet **due August 31st with an August 16th effective date**
- ☉ You will need to be sure that the information submitted on the IT2013 spreadsheet includes the leave accruals for August

Cutover Leave Balances

- ☉ We will load balance adjustments via the IT2013 spreadsheet after go-live (around 9/8/2011). Additional adjustments will be performed manually in the Ready Room after that date.
- ☉ You will want to communicate to your employees that all leave requests effective September 2nd or after **should be keyed in SCEIS, not the legacy leave system**

Cutover Charge Objects

- ☉ Be sure you have identified all individuals who will require access to Charge Objects for timekeeping
- ☉ This information will be recorded on one of the spreadsheets provided by the SCEIS Team
- ☉ Please submit this information to your Agency Advocate

Cutover Position Funding

- ☉ All position funding information will be converted based on the following method:
 - ☉ HRP1018 Conversion Spreadsheet that contains the SAP values (Cost Center, Fund, Functional Area, etc) for each position together with the percentages for the split funding, if applicable

Cutover

Retirement Deductions

- ④ Validate that all retirement deductions on the payroll match the enrollment data submitted to the South Carolina Retirement System (SCRS)
- ④ For employees in an Unelected retirement status whose 30-day election period ends on or before 9/1, consider assisting employees with making a timely election
- ④ If an employee selects the Optional Retirement Plan (ORP), a vendor should be specified

Cutover Banking Information

- ⦿ Consider not making changes to an employee's direct deposit information until after go-live
- ⦿ If any direct deposit changes are made in the legacy system during the cutover period, **you will have to key the information in the legacy system and SCEIS as the employee will have to be pre-noted in both systems**
- ⦿ You will want to validate that the banking information converted from the final files extracted from the State Treasurer's Office into SCEIS after go-live. Otherwise, the employee may experience a rejected or delayed direct deposit

Cutover

Payments to Separating Employees

- ☉ For any employee whose last day of work is September 1, 2011, you should be prepared to pay **all outstanding amounts** due to that employee on the September 16th payroll from the legacy payroll system
- ☉ Special attention should be given to the timeliness of submitting timesheets and leave records as this timeframe approaches

Cutover Technical Readiness

🌀 Please review the SCEIS Technical Readiness requirements listed in the Organization Technical Infrastructure Readiness Guide on the SCEIS website at the following link:

http://sceis.sc.gov/files/Organization_Technical_Infrastructure_Readiness.pdf

Cutover General Readiness

- ④ Ensure data cleansing activities have been completed as prescribed
- ④ Validate assignment of roles in the system and alert SCEIS Team of changes, as required
- ④ Complete required HR/Payroll training courses and related courses for use of MySCEmployee self-service functionalities
- ④ Communicate to employees where to go to get help with SCEIS-related questions, if needed
- ④ Inform employees that leave requests for September 2nd or after should be entered into SCEIS

Cutover General Readiness

Inform employees that leave requests for September 2nd or after should be entered into SCEIS via MySCEmployee for non-HMMS employees, or via a Time Administrator directly into SCEIS for HMMS employees

Cutover Calendar Overview

🕒 **Tuesday August 16: Cutover begins at 6 p.m.**

- Assign all employees to a Work Schedule Rule and FLSA Work Week/Work Period in HRIS
- Process outstanding pay actions w/effective date through 8/16
- Delete dormant employees from legacy systems
- Resolve positions awaiting salary actions “08 status
- Complete EPMS reviews according to instructions
- **Freeze HR legacy systems for daily processing by 6:00 p.m.**
 - **All batch loads must be received before 6:00 p.m. to be loaded before cutover begins**

Cutover Calendar Overview

- ☉ Monday, August 22nd - DUE: All completed data collection spreadsheets or notifications for those spreadsheets that are not applicable to DOT
- ☉ Wednesday, August 31st – DUE: IT2013 Quota Balance spreadsheet due
- ☉ Friday, September 2nd - HR/Payroll System Go-Live
- ☉ Friday, September 2nd – Post-Go-Live Ready Room Activities Begin