



South Carolina Enterprise Information System

User Group Meeting

Friday, August 23, 2013

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD



Welcome and Updates

John Taylor, SCEIS User Support Team Director





Update: SRM 7.2 Upgrade

Wanda Dixon, SCEIS MM Team Lead



🌀 Integration Testing Complete

- Cycle 1: July 22 – August 2
 - Materials Management Tested Scripts
- Cycle 2: August 5 – 16
 - Agency involved in Testing
- Cycle 3: August 19 – 23
 - Agency involved in Testing
 - Re-tested Processes and Regression/Negative Testing
 - Reports

Agency Participation

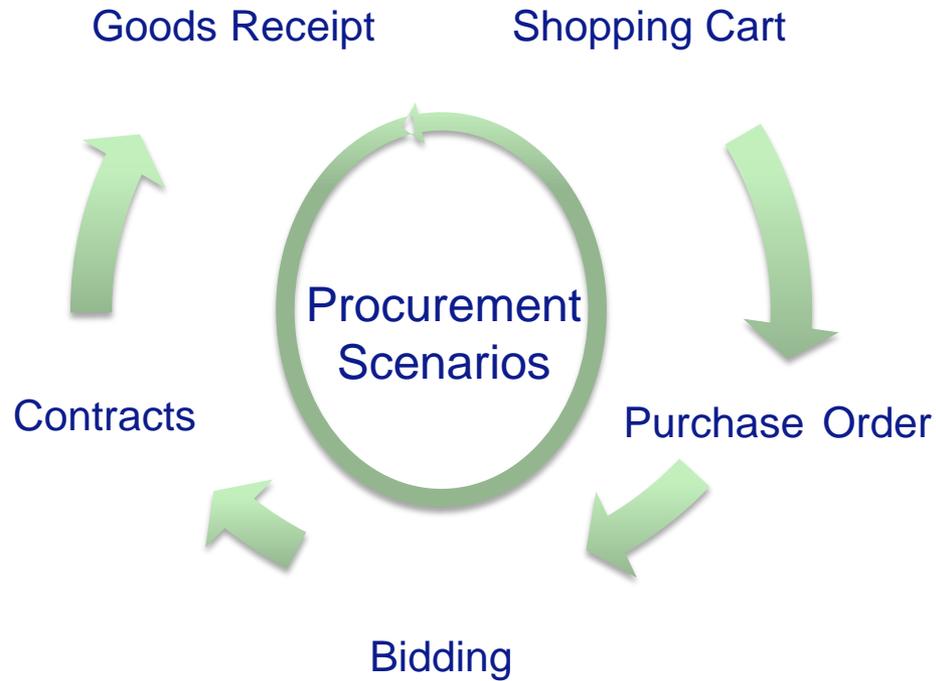
🌀 Thirty-four users from 15 Agencies completed 60 Test Scripts



Thank You to the Following Agencies!

- Budget & Control Board
- Department of Alcohol & Other Drug Abuse Services
- Department of Corrections
- Department of Education
- Department of Health & Environmental Control
- Department of Mental Health
- Department of Revenue
- Department of Social Services
- Department of Transportation
- Health & Human Services
- Judicial Department
- Labor, Licensing & Regulation
- Materials Management Office/ Info. Technology Management Office
- Parks, Recreation & Tourism
- Vocational Rehabilitation

Integration Testing



Next Phase – Develop Training Material and uPerforms

🌀 Develop Training Materials and Record uPerform Processes: August 26 – September 20

– Online Courses

- Shopping Cart Creator
- Shopping Cart Approver
- Goods Receiver

– Instructor-led Courses

- Purchasing Processes (Purchase Order)
- Bidding Processes
- Contracts Administration

🌀 Train the Trainer: September 23–October 16

- Shopping Cart Creator (Supplement to Online Course)
 - 1 day
- Purchasing Processes
 - 2 days
- Bidding Processes
 - 2 days
- Contract Administration
 - 1 day

Train the Trainer

– SCEIS will:

- Communicate regularly through SCEIS Communication Team
- Maintain Microsite
- Deliver Instructor-led Training to Agency Trainers
 - Shopping Cart Creator (Supplement to Online Course)
 - Purchasing Processes
 - Bidding Processes
 - Contract Administration
- Provide Access to a Practice Environment
- Assist Agencies with Registration through Blackboard

🔄 Train the Trainer

– Agency Trainers will:

- Provide a Contact Person to SCEIS Training Team for Train the Trainer Communications
- Secure Training Facility for Agency's Training
- Copy and Use SCEIS Training Material for Agency Trainees
- Deliver Go-live Training to Agency between October 21 and November 22
 - Shopping Cart Creator (Supplement to online course - Agency Discretion)
 - Purchasing Processes
 - Bidding Processes
 - Contract Administration

-
- 🌀 **SCEIS Go-Live Training: October 21 – November 18**
 - 🌀 SCEIS will deliver Instructor-led Training to Agencies not delivering training to their Agency
 - Purchasing Processes
 - Bidding Processes
 - Contract Administration
 - 🌀 Agency Trainers will deliver Instructor-led Training to their Agency after the Train the Trainer Program

-
- 🌀 **Freeze Period: November 8 (COB) – November 24, 2013**
 - 🌀 SRM 5.0 will NOT be available; Users will be locked
 - 🌀 Purchase Orders will NOT be available to make changes: Disable functions except 'display'
 - 🌀 Contracts will NOT be available to make changes
 - 🌀 All Contracts now in ECC will be migrated to SRM 7.2
 - 🌀 Developing Program to Migrate All Purchase Orders from ECC to SRM 7.2 (will need testing)

-
- ① **Freeze Period: November 8 (COB) – November 24, 2013**
 - ① **Active Data from SRM 5.0 to SRM 7.2 (Can work in process in 5.0 be continued in 7.2?)**
 - Shopping Carts
 - Shopping Carts created in SRM 5.0, but not approved, will be inactive in SRM 7.2 and will have to be re-entered (can be copied from old shopping carts) at Go-live
 - Shopping Carts begun in SRM 5.0 and approved will be active in SRM 7.2 at time of Go-live
 - Solicitations
 - Agencies will be able to continue with solicitations in process
 - Fixed Price Bids
 - Still testing

🌀 Freeze Period: November 8 (COB) – November 24, 2013

🌀 Agencies will validate data:

- ECC Extraction and SRM Production Validation
 - Number of purchase orders
 - Number of contracts
 - Value of purchase orders

🌀 Suggestions on How to Prepare for Freeze

- Plan ahead on all purchases
- Communicate freeze period to users well in advance and set deadline for requests/shopping carts
- Post notice of freeze on your agency's website
- Communicate with your vendors
- Requests for goods and services
 - SRM will not be available to create shopping carts. Develop internal process on how to handle

☉ Suggestions on How to Prepare for Freeze

– Solicitations:

- SRM will not be available for vendors to respond - plan so that freeze period coincides with evaluation of bids, if possible
- If solicitation is issued before freeze, build in additional time and notify vendors through an amendment
- If work has to be done, develop process to manually record what was done and enter into SRM 7.2 after go-live

🌀 Suggestions on How to Prepare for Freeze

– Receiving Goods

- Receive items before freeze
- Develop process to manually track receipt of goods if received during freeze and enter into SRM 7.2 after go-live

– Inventory

- Develop process to manually track all inventory processes and enter in SRM or ECC after go-live

-
- ④ Policy for Use of Purchasing/Payment Document Types will be enforced during Freeze
 - Payments in process during the freeze period will not be affected by the freeze.
 - Invoices entered in ECC to be paid by the direct payment method during the freeze period will be reviewed individually by the Comptroller General's Office to determine if payment should be made using direct pay or purchase order.
 - ④ No use of direct pay or P-Card for inventory items

Post Go-Live Activities

-
- SCEIS Materials Management will offer a “Ready Room” November 25 - December 10
 - Users will have assistance to enter their data

-
- ④ Upgrade from SRM 5.0 to SRM 7.0 Enhancement Package 2 (SRM 7.02)
 - No Upgrade in future – SAP will use Enhancement Packs
 - ④ Enhancements to current processes
 - ④ Maintain SAP standard processes when possible

SRM 7.2 Upgrade Microsite

The screenshot shows the SRM 7.2 Upgrade Microsite navigation page. At the top, there is a header with the SCEIS logo, the text "South Carolina Enterprise Information System SC Budget and Control Board", and links for "Site Map", "Privacy", and "Disclaimer". A search bar is also present. Below the header is a navigation menu with items: Home, SCEIS Help, Meetings, Contact Us, News & Updates, FAQs, Links, and SCEIS Logins. The main content area features a large heading "SRM 7.2 Upgrade Microsite" and a sub-heading "SRM 7.2 Upgrade Microsite Navigation". Below this is a horizontal navigation bar with five buttons: "Microsite Home", "User Communications", "Information & Tools", "Training", and "User Support". The main content area is divided into four sections, each with a button and a list of links: "Information & Tools" (Timeline, Gallery of SRM 7.2 Screens), "User Support" (Submit Your Questions About the SRM 7.2 Upgrade), "Training" (SRM 7.2 Upgrade Training Courses), and "User Communications" (SRM 7.2 Upgrade Blog). On the left side, there is a sidebar with a list of links: About SCEIS, Agency Support Teams, "A" Agencies Cutover - HR/Payroll, SCEIS Treasury Projects, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. Below the sidebar is a "MySCEmployee" button and the BICB logo. At the bottom left, there is a box for the "INSPECTOR GENERAL'S FRAUD HOTLINE" with the phone number 1-855-SCFRAUD or 1-855-723-7283.

-
- 🌀 The Microsite will be live on Monday, August 26
 - An announcement will be included in the Weekly Update

 - 🌀 More content, pages and tools will be added as we move forward:
 - Online training courses for shopping cart creators, shopping cart approvers and goods receivers
 - Archive of messages and presentations
 - Cutover plans



South Carolina Enterprise Information System

Public Budget Formulation Status Update

Rachael Fulmer, State Budget Division

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Public Budget Formulation (PBF) Update

- 🌀 PBF Operating Go-Live – early September
 - Communication from State Budget Division with instructions

- 🌀 PBF Operating Ready Room – September 11, 16, 19
 - Blackboard sign-up available beginning Monday, August 26



South Carolina Enterprise Information System

Confidentiality Agreement and Segregation of Duties Policy

Sam Wilkins, Human Resources Department

John Taylor, SCEIS User Support Team Director

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

- ④ A Policy has been drafted as a result of annual audits findings
- ④ Serves as a joint policy from MMO, the CG's Office and HRD to minimize the risk of fraud or error
- ④ Document primarily provides guidance on the handling of roles and responsibilities in SCEIS
- ④ Includes tools to assist agencies with role descriptions and potential conflicts

- 🌀 Outlines that data owners should be at the management or senior management level
- 🌀 Ownership and accountability for Segregation of Duties resides within agencies

Next Steps

- 🌀 Review by Internal Audit
- 🌀 Communicate Plan for Adoption of Policy



IBM Transition Update

John Taylor, SCEIS User Support Team Director



-
- 🌀 In August 2012, we announced a contract with IBM to provide application management services
 - Minor enhancements and customization
 - Periodic SCEIS team training
 - Application system administration support
 - User support
 - 🌀 This partnership provides the State with key resources to support the system and end users

-
- 🌀 The SCEIS team and IBM consultants have worked closely together throughout a knowledge transfer period
 - 🌀 We have moved beyond the transition period to our Steady State
 - 🌀 IBM management and subject matter experts continue to collaborate with the SCEIS team
 - 🌀 IBM staff are held to strict privacy and confidentiality regulations
 - 🌀 Only SCEIS team members have access to master data



South Carolina Enterprise Information System

**Recently Approved Requests for Change by
SCEIS Change Advisory Board
John Taylor, SCEIS User Support Team Director**



Replace Financial Accounting and Reporting System (FARS)

*Requesting Agency: Department of Employment and Workforce
(RFC-0071)*

Total Estimated Hours: 1,275

Description

This project utilizes cost allocation functionality yet to be implemented to any significant degree in SCEIS. Cost allocation is a primary function of SAP in private enterprise, but was not included in the base configuration of SCEIS. The implementation of cost allocation will offer agencies new processes that can contribute to greater efficiencies.

Multi- Business Area Journal Entry Interface

*Requesting Agency: Budget and Control Board
(RFC-00117)*

Total Estimated Hours: 270

Description

Specific versions of the IF387 Journal Entry Interface, journal entry workflow, and security roles exist to process transactions. Currently, this interface process only accommodates a single business area per transaction. SCEIS recommends enhancement of the existing interface, workflow and roles to accommodate usage by multiple business areas on a single transaction.

Correct Pay with FLSA Work Week Change

*Requesting Agency: Department of Corrections
(RFC-00125)*

Total Estimated Hours: 99

Description

If a non-exempt employee moves from one position to another position and their FLSA work week changes as a result of the position movement, an employee may be overpaid without manual intervention/monitoring by SCDOC and SCEIS staff. This change will streamline the process of moving employees between Federal Labor Standard Act (FLSA) work week changes and reduce manual intervention/verification.



South Carolina Enterprise Information System

Overall Reporting Update

John Taylor, SCEIS User Support Team Director

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

-
- 🌀 Two new folks in Reporting area:
 - Kelly Ghent & Cory Hare
 - 🌀 “How to” documents for all enterprise reports and several others
 - 🌀 Data Dictionaries for many of the BOBJ Universes
 - 🌀 Several BEX Queries built in Business Objects
 - 🌀 Reporting User Groups Meetings coming up
 - 🌀 Building reports for Agencies

-
- 🔄 New Reports training being developed
 - 🔄 Reports Webpage being updated
 - 🔄 Reports Manual being updated
 - 🔄 Review of existing BEX queries for redundancies
 - 🔄 Internal Order being added to Budget vs Actual
 - 🔄 New series of Enterprise Reports:
 - Vendor Actual
 - Open Encumbrances
 - Expenditure Comparisons



South Carolina Enterprise Information System

SCEIS Change Advisory Board (CAB) Elections

John Taylor, SCEIS User Support Team Director

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Current CAB Voting Members

Name	Position on CAB	Agency
Chuck Fallaw	Chairperson; State Treasurer's Office Representative	State Treasurer's Office
Martin Taylor <i>(Position Up for Election Today)</i>	Vice Chairperson; SCEIS User Group Finance Representative	Dept. of Disabilities & Special Needs
Scott English	SCEIS Community At-Large Member	Department of Education
Anjali Griffin	Comptroller General's Office Representative	Comptroller General's Office
Robin Owens <i>(Position Up for Election Today)</i>	SCEIS User Group HR/Payroll Representative	Department of Mental Health
Stephen Pullie	SCEIS User Group Materials Management Representative	Department of Juvenile Justice
Beth Quick	State Budget Office Representative	State Budget Office, Budget and Control Board
Voight Shealy	State Purchasing Office Representative	State Purchasing Office, Budget and Control Board
Sam Wilkins	State Human Resources Division Representative	State Human Resources Division, Budget and Control Board

🕒 **Nominations received before today's meeting:**

– **CAB User Group Representative for Finance**

- **Yvette Sistare**, Parks, Recreation and Tourism
- **Alfred Comfort**, Department of Transportation
- **Renee Rochester**, Budget and Control Board

– **CAB User Group Representative for Human Resources**

- **Jim Hatchell**, Department of Juvenile Justice
- **Lisa McCloud**, Department of Education

Submit voting ballots in the lime green box during break today.

October User Group Leads Committee Elections

- ④ The following SCEIS User Group Leads Committee positions will be up for election in the October 25 meeting:
 - Human Resources/Payroll Lead
 - Reporting Lead
 - Finance Lead

- ④ You will receive more information about nominating individuals for the User Group Leads Committee in late September 2013



Break





HR/Payroll Refresher

Katie Derrick, SCEIS HR/Payroll Team



-
- ④ Hours physically worked as call back should be entered as '1000' attendance hours as well as '1001' call back hours

 - ④ System will calculate proper premium pay for the '1001' hours and the '1000' hours will allow the system to account for that time when calculating:
 - Missing time
 - FMLA Creditable hours
 - Overtime/Compensatory time (if applicable)
 - Holiday Compensatory time

Call Back Hours

Data Entry Period		08/19/2013 - 08/25/2013		Week		34.2013						
Data Entry Area												
LT	A/AT...	Wag...	Position	Total	MO 08/19	From	To	TU 08/20	From	To	W	
				45	9			7.50				
	1000			18	3.50	08:30	12:00	4	08:30	12:30		
	1000			19.50	4	13:00	17:00	3.50	13:30	17:00		
	1001			3.75	0.75	19:15	20:00					
	1000			3.75	0.75	19:15	20:00					

-
- ① Non-exempt employees example 1:
 - Scheduled/works an evening shift
 - Eligible for evening shift premium
 - Enter '1000' attendance code only to allow the system to calculate proper premium pay

- 🌀 Non-exempt employees example 2:
 - Scheduled evening shift, works a night shift
 - Eligible for night shift premium
 - Enter '1000' attendance code as well as the '1006' code for those hours in order to calculate proper premium pay
 - EE works 6h on evening shift and 6h on night shift, enter '1000' code for 12h, '1005' code for 6h, and '1006' code for 6h to calculate proper premium pay

-
- 🕒 Exempt employees example 1:
 - Scheduled for a night shift, works a night shift
 - Eligible for night shift premium
 - Enter '1000' attendance code in order to calculate proper premium pay

🕒 Exempt employees example 2:

- Scheduled for a night shift, works an evening shift
- Eligible for evening shift premium
- Enter '1000' attendance code as well as '1005' code for those hours in order to calculate proper premium pay

🕒 Exempt employees example 3:

- Scheduled for an off day, works a night shift
- Eligible for night shift premium
- Enter '1000' attendance code as well as '1006' code for those hours in order to calculate proper premium pay
- Or, create substitution for night shift and enter '1000' attendance code

Shift Premium Hours

- ☉ System recognizes weekends – appropriate pay calculated based on attendance code(s) entered
- ☉ EE works 3h in evening and 5h at night, enter ‘1000’ code for 8h, ‘1005’ code for 3h, and ‘1006’ code for 5h to calculate proper premium pay

🔄 IT0014, Recurring Payments/Deductions

- Should be maintained with effective dates of the 2nd or 17th
- If this procedure is not followed and substitutions are applied for the pay period, a miscalculation in pay will result

🔄 EPMS actions

- If the substitution exists within a pay period and the EPMS action is effective any day other than the 2nd or 17th, a miscalculation in pay will result
- IT0024 will be maintained with the actual date of the EPMS even though the action may be effective on the 2nd or 17th

Missing Time Report

Data Entry Period		01/07/2013 - 01/13/2013		Week						
Data Entry Area										
LT	A/AT...	Wag...	Position	Total	MO 01/07	From	To	TU 01		
	Σ			37.50	7.50					
		1000		19.58	4.58	08:25	13:00			
		1000		9.58	2.08	14:25	16:30			
		2002		7.92	0.42	08:00	08:25			
		2002		0.42	0.42	14:00	14:25			

Missing Time Report



Columns

Agency	Employee Name	Per. No.	Work Phone	Email	Hrs. Mis...	Period Date Range
E200	Jane Smith	10099999	803-734-0000	jsmith@sc.gov	0.01	01/06/2013 - 01/12/2013

- ⦿ Rounding error in ZHRMTR since inception
 - Combination of work time and leave entries equal full day of work but missing time report shows 0.01h missing
- ⦿ Report now rounds correctly so that incorrect missing time of 0.01h will not be generated
- ⦿ Helpdesk ticket can be submitted to correct records that still have 0.01h missing in error



Next Meeting

Friday, October 25, 2013
MTC Airport Campus



South Carolina Enterprise Information System

HR/Payroll Report User Group Meeting

Immediately following User Group Meeting
in the Auditorium