South Carolina Enterprise Information System

SCEIS Executive Oversight Committee Meeting

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Tuesday, February 25, 2014

Agenda

- Call to Order, Welcoming Remarks and Approve Prior Minutes
- SCEIS 2013 Annual Report
- SCEIS Current Project Schedule
- Report on CAB Recommendations
- Next Meeting
- Adjournment

Call to Order, Welcoming Remarks and Approve Prior Minutes

SCEIS 2013 Annual Report

Finance

◎ SCEIS is the official financial Book of Record for the State, so all revenues and expenditures pass through SCEIS.

  − Revenues and expenditures for agencies not on SCEIS enter the system through interfaces.

◎ In CY2013, SCEIS processed:

  − **$38,009,219,130.97** in revenues
  − **$25,916,988,141.49** in expenditures

Human Resources/Payroll

- Approximately 46,000 individuals employed by the State of South Carolina were paid through SCEIS.
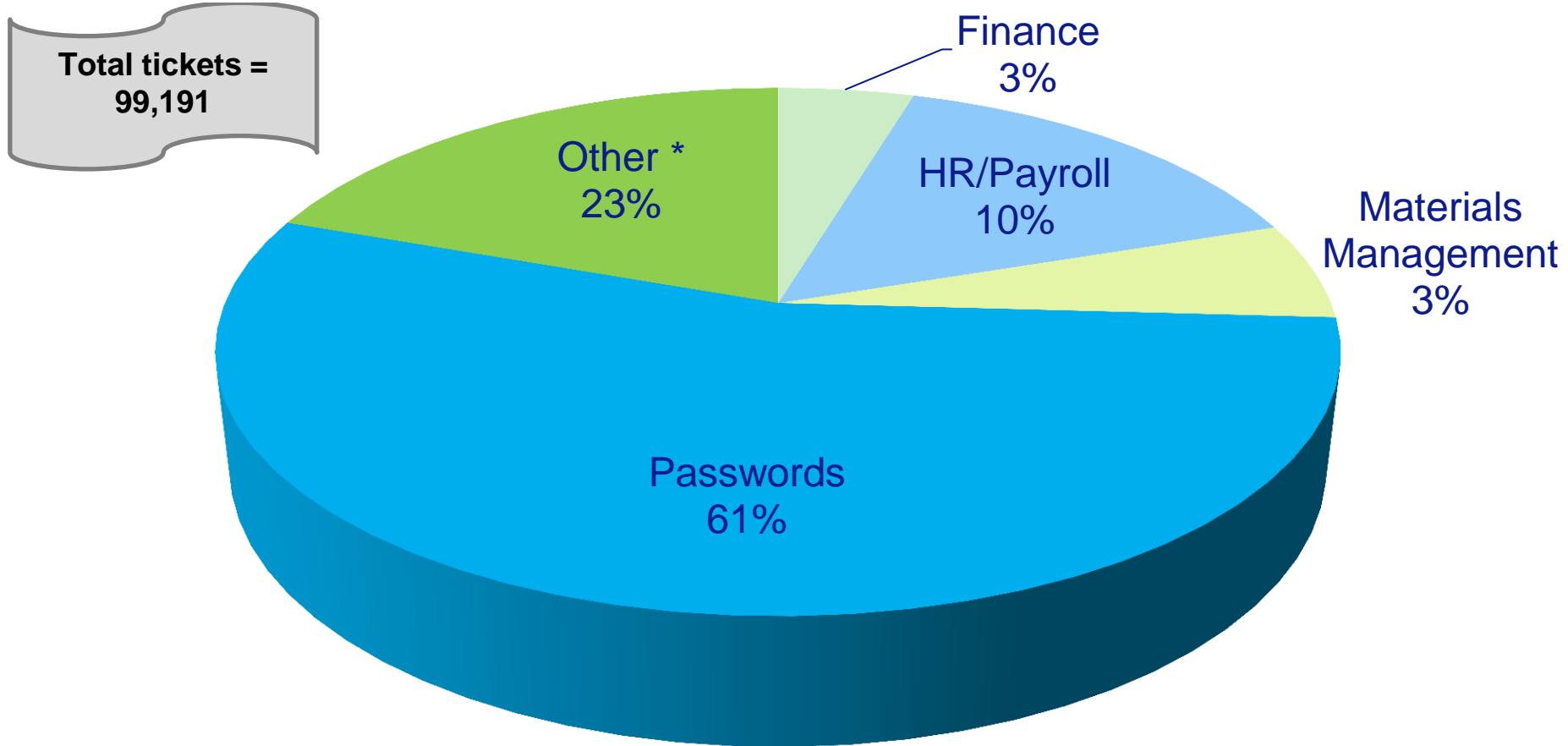
Materials Management

- In CY2013, the SCEIS Procurement module allowed users to process:
    - 92,224 shopping carts totaling $106,196,253,424.22
    - 96,212 purchase orders totaling $896,853,101.75
    - 1,327,711 goods issued
    - 456,508 goods received
    - 165,811 purchase requisitions

Help Desk

- Continuous review and analysis of Help Desk tickets to determine highest areas of demands

- Initiated weekly ticket status review which resulted in open tickets averaging 242 each week in the last quarter of calendar year 2013 compared to over 450 in early 2013.

- Developing response-time standards to user follow-up requests

Help Desk

- Collaborating with IdM update project team as well as DSIT, key agencies and Human Resources Division, to determine potential strategies to reduce the volume of password related tickets

Help Desk

FY2013 Help Desk Tickets by Category

Total tickets = 99,191

Finance
3%

HR/Payroll
10%

Materials
Management
3%

Other *
23%

Passwords
61%

* The "Other" category includes: BW, Imaging, Security, Technical and Training.

Training

- 8,297 SCEIS training completions were documented in calendar year 2013 compared to 3,524 in calendar year 2012

- Major projects included:
  - A renewed focus on a routine calendar of refresher and new hire training
  - Implementations for Supplier Relationship Management 7.2, Public Budget Formulation and six legislative agencies

Training

- 55 topics were presented in 301 hands-on classes and 8 auditorium-based workshops

- 3,332 State employees attended classes and workshops

- 4,346 State employees completed three new online courses which were developed to effectively manage the demands of SRM 7.2 training requirements

Communications

- Developed and delivered new resources on the SCEIS website:
    - Executive Oversight Committee archive pages
    - Comprehensive User Group resource pages

- Conducted strategic communications planning for upcoming implementations:
    - Public Budgeting Formulation
    - SRM 7.2 Upgrade
    - Treasury Projects
    - Legislative Agency Implementations

Communications

- Worked closely with SCEIS and EOC leadership to complete the Calendar Year 2012 SCEIS Annual Report

- Developed SRM 7.2 "Microsite" to communicate system upgrade details including:
  - Available Training
  - Project Timeline
  - Cutover Materials
 - Message Archive
  - Status Updates

Communications

- Completed regular SCEIS website updates

- Distributed SCEIS Weekly Update mailings
 - 41 Weekly Updates published in 2013 consisting of 107 unique messages, including all training announcements

- Coordinated meetings for various constituent groups:
  - User Group meetings
  - SCEIS Change Advisory Board (CAB) meetings
  - Executive Oversight Committee (EOC) meetings as required

SCEIS User Group

- 404 individuals from 55 of the 78 SCEIS agencies attended one or more 2013 User Group meetings:
  - Only 23 small and out-of-town agencies did not have a representative at any User Group meetings in 2013.

2013 User Group Attendance: Count of Agencies Represented

Agencies without representation: 29%

Agencies with representation: 71%
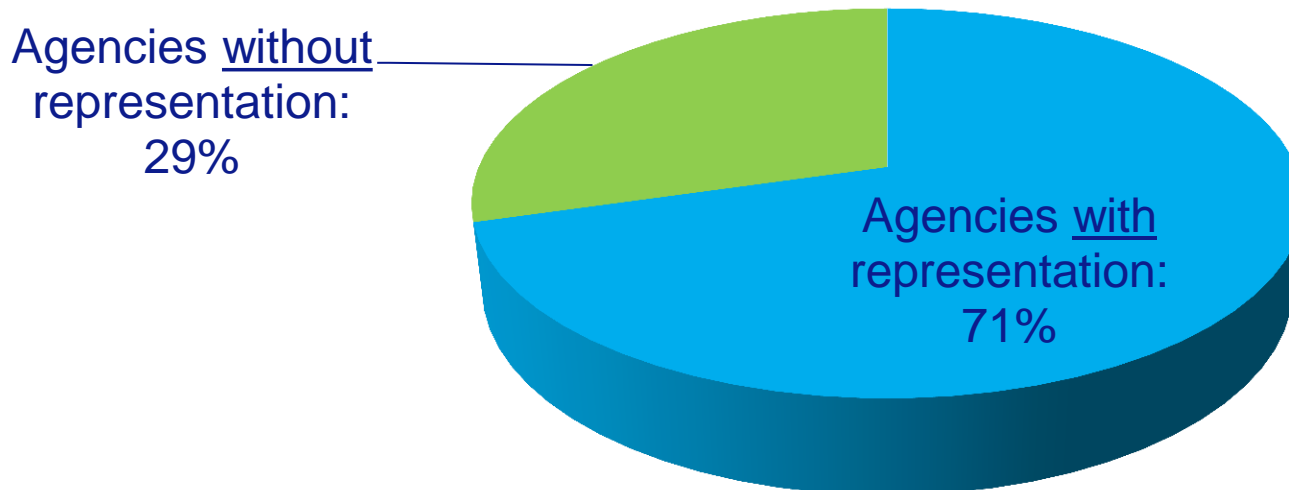
SCEIS User Group Attendance
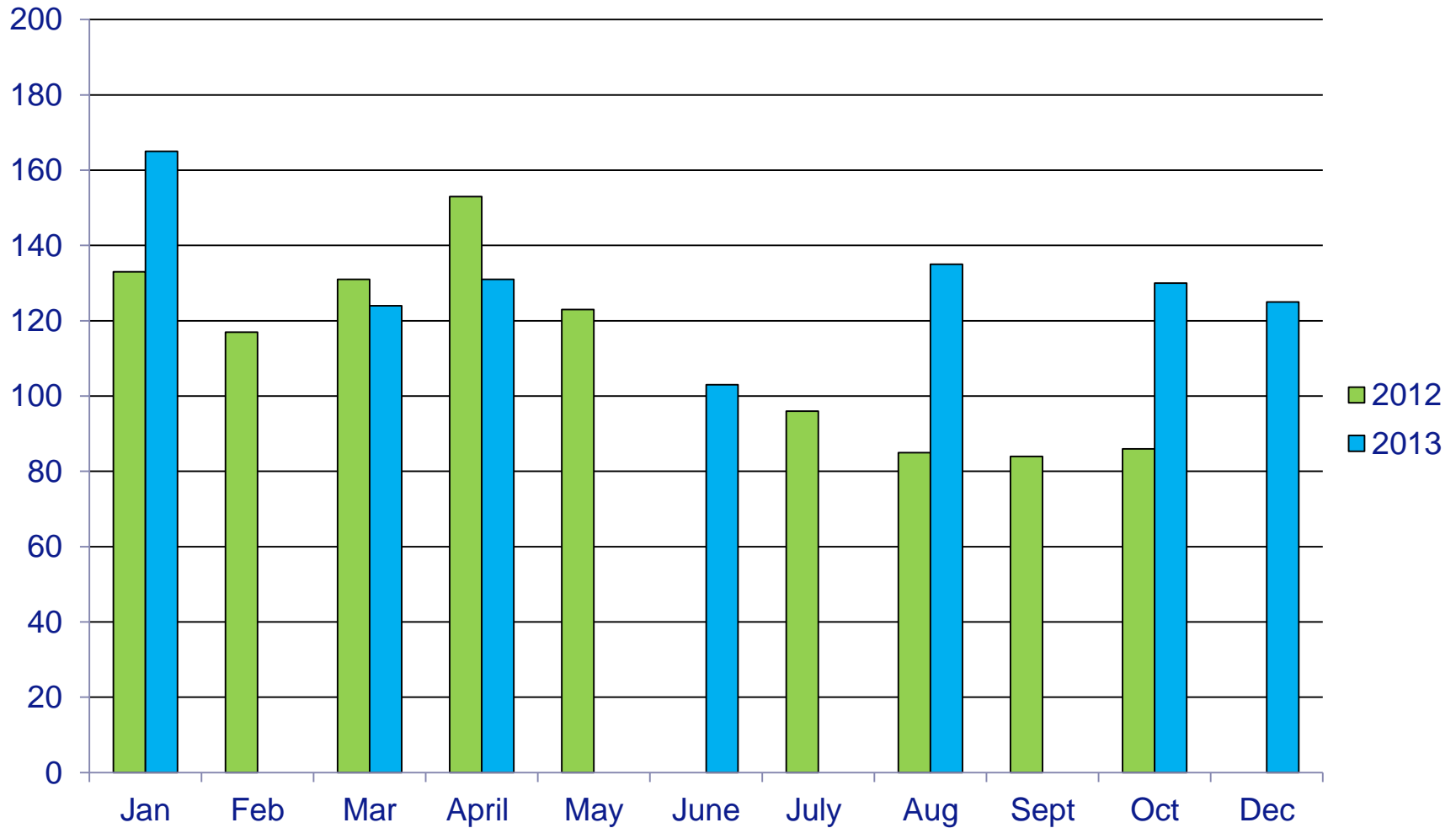
Budget

- The budget for fiscal year 2014 includes $15,265,445.00 in recurring appropriations.

- Through December 31, 2013, actual SCEIS staffing and operational costs are projected at $14.8 million for the entire fiscal year.

- The remaining appropriated funds will be carried over as permitted by law to fiscal year 2015 for ongoing projects.

Budget

- The budget request for fiscal year 2015 is $15,265,445.00 in State recurring dollars, plus $1,500,000.00 in Other Funds authorization.

- This authorization is needed to allow SCEIS to perform projects specific to certain agencies and to pass the costs of these projects to the relevant agencies for reimbursements.

SCEIS Current Project Schedule

Current Project Schedule

Project	Status	Estimated Completion Date
Implement SCEIS in Legislative Agencies (contributing to retirement of STARS): Legislative Printing and IT, Legislative Audit Council, Education Oversight Committee and Senate	Complete	June 2013
Retire STARS - Spending Transparency	Complete	May 2013
Retire STARS - 1099s	Complete	January 2014
Business Warehouse 7.3 Upgrade	Complete	June 2013
Portal Upgrade	Complete	June 2013
SRM 7.2	Post-Implementation Support	March 2014
PBF – Public Budget Formulation	Operational Budget – Complete	October 2013
Implement SCEIS in remaining Legislative Agencies (contributing to retirement of STARS): Code of Laws and Legislative Council and House of Representatives	Complete	September 2013

Current Project Schedule

Project	Status	Estimated Completion Date
Year-End	In Progress	August 2014
Support Packs	In Progress	May 2014
Department of Administration • **Phase I** • **Phase II**	 Not Started TBD	 June 2014 July 2015
Use Tax	In Progress • Working with DOR on Requirements Gathering	June 2014
Lump Sum • **Activity (Transactional Draws & Journal Entries)** • **Annual Operating Expenditures**	 In Progress In Progress	 July 2014 September 2014
Capital Projects • **Lump Sum** • **PBF Data Extraction** • **STO**	In Progress	September 2014
Debt Management System	In Progress (POC)	TBD
Capital Leases	In Progress	May 2014

Current Project Schedule

Project	Status	Estimated Completion Date
Retirement of HRIS	Kick-off March 2014	TBD

Report on CAB Recommendations

CAB Recommendations

- Since the last EOC meeting (April 24, 2013), the SCEIS Change Advisory Board met on July 25, 2013.

- During this meeting, the CAB approved 3 Requests for Enhancements.

  - Two small projects were approved. (They are detailed in the appendix of this presentation.)

  - One large project (over 450 hours) requires EOC review today. It is detailed on the following slide.

CAB Recommendation for EOC Review Today

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.

Timeline: Development of July 25 CAB-Approved Projects

Project	Start	End
Replace Financial Accounting and Reporting System (FARS)	TBD	TBD
Multi-Business Area Journal Entry Interface	March 2013	December 2013
Correct Pay with FLSA Work Week Change	February 2014	June 2014

Next Meeting

Meeting Adjourned

Appendix: SCEIS Enhancement Requests Approved by the CAB July 2013

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.