SCEIS

South Carolina Enterprise Information System

AST LEADS MEETING
WAVE THREE HR/PAYROLL CONVERSION
August 2, 2010

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

SCEIS

South Carolina Enterprise Information System

WELCOME

Sam Wilkins, OHR

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

MYSCEMPLOYEE
GO-LIVE COMMUNICATIONS

Tammy Mainwaring, SCEIS EC & C Lead

MySCEmployee User Name and Password Distribution Overview

- Username and password distribution
  - To be distributed with September 1 payroll
- Later this week a summary of this process will be emailed to AST Leads and HR Directors
- A follow-up email will be sent the last week in August which will include an example of the content employees will receive
- The SCEIS Team will deliver sealed user name and password notices to the State Treasurer’s Office by August 26 so that you may distribute them to your agency’s employees with their September 1 pay statements.

MySCEmployee User Name and Password Printed Notice Details

- 8 ½ x 5 ½ sealed notices
- Outer front cover
  - white with black print
  - your agency return address information
  - the employee mailing address
  - agency code and location code
  - all data taken from the payroll sort file
- Outer back cover includes a security feature with fold and tear instructions similar to a pay statement
- Notices will be “batched” separately from the pay statements

MySCEmployee User Name and Password Printed Notice Details

- Inside text
  - User name
  - Initial password instructions (last 4 digits of SSN twice)
  - Reminder to change password upon initial log in
  - A note that user names and passwords remain the same for current FI/MM SCEIS users
  - Reminder to view and update personal information
  - Instructions on how to access help resources

***Note**: If your agency utilizes a courier to pick up your agency's pay stub, please provide that person with advanced notice that he or she will be picking up this second set of documents.*

MySCEmployee Additional September Notices

- Preparing for Go-live MySCEmployee Support
  - Email message will be sent in the first week of August to AST Leads and HR Directors
  - We encourage agencies to distribute this message to all employees in early September after the username and password notices are distributed
  - The message will remind employees to login to the system, test user names and passwords, check personal information and enter time if appropriate
  - The message will also include links to MySCEmployee tools

MySCEmployee Additional September Notices

- Imputed income letter to employees with more than $50,000 in life insurance with pre-tax premiums; tax owed on benefit deducted through payroll rather than through annual W2 form.
- Preparing for First Payday Reminders
  - SCEIS Team will deliver flyers to Treasurer's Office
  - Printed flyer to be distributed with September 16 payroll
  - Reminds employees that October 1 payroll statement, unless they are not on direct deposit, will be accessed via MySCEmployee
  - Encourages employees to review training material, use MySCEmployee reference guides, test user names and passwords and review/edit personal information prior to October 1

Core HR/Payroll User Name and Password Distribution

- The SCEIS team will distribute SCEIS ECC user names and passwords to your agency's core HR/Payroll users via email one or two days before go-live
- The message will include
  - User name
  - Initial password structure (last 4 digits of SSN twice)
  - Quick Reference Card for logging into ECC
  - Instructions on how to access help resources
- AST Leads and HR Directors will receive an advanced sample of the core user notice

Thanks to Wave 3 Communications Agents

South Carolina Enterprise Information System

Agency Support Team Leads Meeting

AGENDA

Jennifer Lauer, SCEIS HR/Payroll Team Lead

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Agenda

- Purpose and Objectives
- Pre-Go-Live Ready Room
- Cutover Activities
- Post-Go-Live Ready Room and Action Plans
- Upcoming Activities
- MySCEmployee Go-Live Communications
- Charge Objects Discussion

Purpose and Objectives

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

Objectives:

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

Agency Support Team Leads Meeting

PRE-GO-LIVE READY ROOM

Jennifer Lauer, SCEIS HR/Payroll Team Lead

Pre-Go-Live Ready Room

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

Pre-Go-Live Ready Room

- Agencies may participate in pre-go-live Ready Room activities at the SCEIS Office on Browning Road from August 3, 2010 to August 13, 2010
- 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.
- Participation is limited to six representatives per agency, per session. You may send different people to the morning and afternoon sessions if you wish.

Pre-Go-Live Ready Room

- 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 your agency's 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 9 for additional information on the reports you should bring with you to the Ready Room on August 3

Agency Support Team Leads Meeting

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
- Wave Three Cutover will run from August 17 through September 1
- The Project Team will work collaboratively with the agencies to complete all Cutover activities

Agency Cutover Activities

- An Agency Cutover Guide was sent to you on July 9
- The Guide contains a calendar of cutover and go-live-related activities including key dates for completion of agency activities
- The Guide contains detailed instructions for the completion of each activity together with the date by which the activity must be completed
- A series of data conversion spreadsheets and detailed instructions were posted to the SCEIS website July 13

Importance of Cutover Deadlines

- 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 your agency
- If one or more of these spreadsheets does not apply to your agency, **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 20**
- 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	**IT2010 Academic Year Conversion**	**Charge Objects Conversion**
IT0041 Academic Year Start and End Date Conversion	**IT2012 Time Transfer Specifications**	**Inmates/Patients/Students Position Conversion**
IT0672 FMLA Balances Conversion	**IT2013 Quota Balances** * Due August 31st	**Non-Resident Alien Processing**
IT1008/IT1013 for Temp Grant and Time Limited Leave Eligibility and Hourly Paid Conv.	**IT9005 Premium Rates Conversion**	**Leave Pool Balances**

Cutover
HRIS Shutdown

- HRIS will not be available for entering transactions beginning **6 p.m. on Monday, August 16**
- 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 16**
- If this information is not keyed into HRIS before the freeze period begins at 6:00 p.m. on August 16th, agencies 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 16**

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 agency 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 includes personal data changes, payroll information, etc.)

Cutover
Employee Requirement

- For HRIS agencies, 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 the agency 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: Non-eLeave Agencies

- Agencies not using the eLeave system must maintain leave through September 1 in their legacy leave system
- The SCEIS Team will load your leave balance information via the IT2013 spreadsheet **due August 31 with an August 31 effective date**
- You will need to be sure that the information submitted on the IT2013 spreadsheet includes the leave accruals for August

Cutover
Leave: Non-eLeave Agencies

- You will key any balance adjustments for September 1 in the Ready Room or we can load the balances for you post go-live. This is done so that employees will have leave balances available at the time of go live in case they need to submit requests September 2
- You will want to communicate to your employees that all leave requests effective September 2 or after **should be keyed in SCEIS, not the legacy leave system**

Cutover
Leave/ eLeave Shutdown

- eLeave will be locked for entering transactions beginning **6 p.m. on September 1** so that leave balances may be extracted from the system
- For agencies using the eLeave system, please be certain that **all leave activity is keyed and approved** through COB September 1 as we will load balances through the September 1
- Information that is not entered may be updated in eLeave post go-live and balances may be updated manually in SCEIS in the Ready Room

Cutover
Leave/ eLeave Shutdown

- Leave records with an effective date of September 2 or later **should not be keyed in eLeave;** they should be entered directly into SCEIS upon go-live
- Leave requests entered before September 1 for leave to be taken September 2 or later **will not** transfer to SCEIS, and will need to be entered in SCEIS upon go-live
- You will need to be sure that the eLeave system includes the leave accruals for August

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 notify your Agency Advocate if your agency will not be using this functionality

Cutover
Position Funding

- All position funding information will be converted based on one of the following methods:
  - Multipurpose Code field from the CG's Payroll System used to facilitate the translation of STARS data into SCEIS data and ensure the correct level of SCEIS financial postings
  - 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
  - Multipurpose Code Crosswalk Table (FI module)

Cutover
Retirement Deductions

- Validate that all retirement deductions on the payroll match the enrollment data submitted to the South Carolina Retirement System (SCRS)
- 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
- 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, 2010, you should be prepared to pay **all outstanding amounts** due to that employee on the September 16 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
Travel Management

- The Travel Management functionality in the SCEIS system will be activated on October 1, 2010
- Travel may only be used to process travel requests and reimbursement requests for travel beginning October 1 or after
- All travel requests for travel taking place September 30 or before should be processed using the current travel procedures

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

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

Cutover
Calendar Overview

- **Monday 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.**

Cutover Calendar Overview

- Friday, August 20 - DUE: All completed data collection spreadsheets or notifications for those spreadsheets that are not applicable to your agency (except IT2013 for non-eLeave agencies)
- Tuesday, August 31 – DUE: IT2013 Quota Balance spreadsheet due for non-eLeave agencies
- Thursday, September 2 - HR/Payroll System Go-Live
- Thursday, September 2 – Post-Go-Live Ready Room Activities Begin

Agency Support Team Leads Meeting

READY ROOM ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead

Post-Go-Live Ready Room

- The SCEIS Team is also making preparations for a post-go-live Ready Room
- Activities will begin September 2 at the SCEIS Offices on Browning Road
- Members of the team will be on hand to assist you with these activities and answer questions
- You received a sample Post-Go-Live Action Plan on July 30 to give you an idea of the activities you will be performing
- Your finalized Agency Action Plan for the Post-Go-Live Ready Room will be distributed September 2

Ready Room Activities

- Some activities you will perform in the Ready Room include, but are not limited to:
  - Leave without Pay actions
  - Adjusting leave balances and entries
  - Updating Leave Pool balances
  - Entering personnel actions taking place during the freeze period
  - Entering dual employment, where applicable
  - Completing items not resolved during data cleansing and conversion efforts
  - Updating cost distribution on positions

Questions

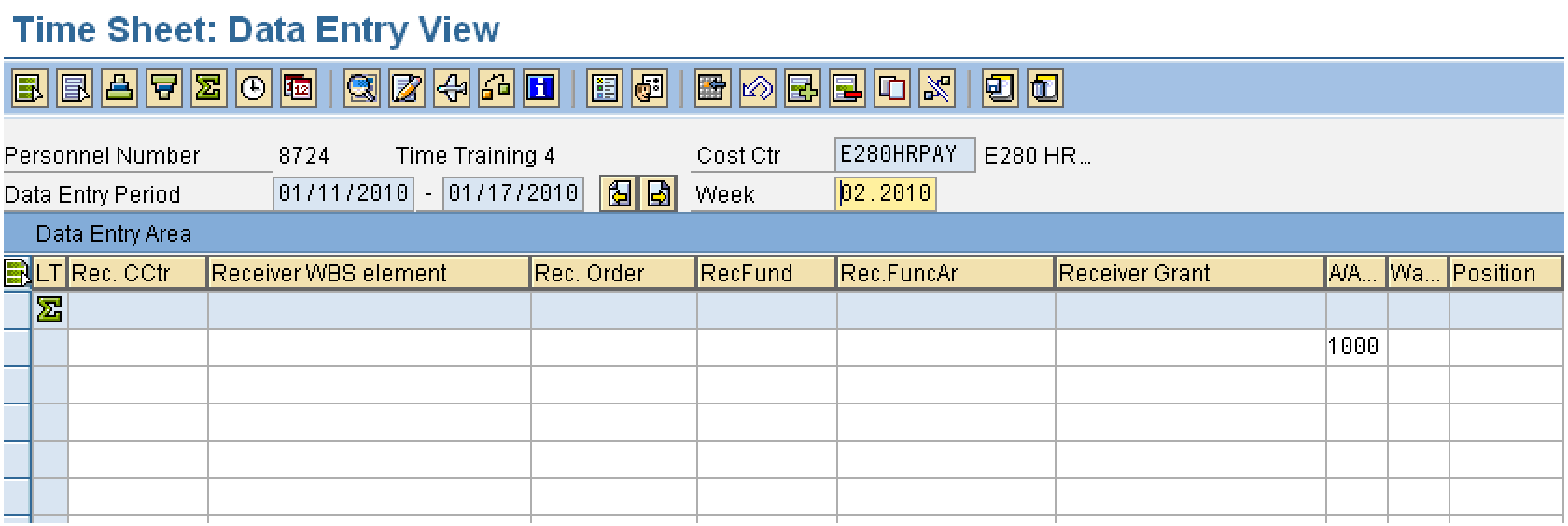
- Agency questions for the HR/Payroll Team?

Agency Support Team Leads Meeting

CHARGE OBJECTS

Time Entry with Charge Objects

- If you have an employee who has more than one source of payroll funding (multiple cost centers, grants, etc.), select the Data Profile for **ADMIN.** This will give you the appropriate columns for Charge Objects.



Time Entry with Charge Objects

- The following fields are required when entering cost objects in CAT2:

Description	Example
Rec. Cost Ctr	P240A00030
Rec. Fund	3800000
Rec. Functional Area	P240_0034
Receiver Grant	NOT RELEVANT

Agency Support Team Leads Meeting

UPCOMING ACTIVITIES