

Meeting Information

Meeting Name: LD2 – Labor Distribution
Scribe: DeVal Lott
Facilitator: Phil Gross
Date: April 13, 2005
Time: 9:00AM – 10:30AM
Location: Suite 1514C, West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	Sherry Forrester	Agriculture	
+	Dawn Maddox	DOT	
+	Bryan Boyd	DHR	
+	Denise Glanton	DHR	
+	Chris Thomas	Forestry	
+	Alex Volodarsky	GSFIC	
-	Lisa Eason	DTAE	
+	Renita Wells	DTAE	
+	Victor Bullington	DTAE	
*	Melanie Sewell	DHR	
*	Tammi Williams	DHR	
+	Jerome Lane	SAO	
#	Denise Vlasak	DTAE	

	Name	Organization/Department	Substituting For
	Project Staff		Role
+	Phil Gross	Accenture	LD Lead
+	Chuck Heery	SAO	LD Lead

Agenda

Item No.	Topic	Presenter
1.	Introduction	Phil Gross
2.	Project Guiding Principles	Phil Gross
3.	Meeting Handouts	Phil Gross
4.	Topics for Discussion	Chuck Heery
4A	PS Upgrade 7.02 to PS 8.8	Chuck Heery
4B	Zero Gross Checks	Chuck Heery
4C	Run Flow (batch job stream)	Chuck Heery
4D	Chartfields PS 7.02 to PS 8.8 Account Code Table	Chuck Heery
4E	Miscellaneous (participant concerns/questions)	Chuck Heery/Phil Gross
5	Conclusion	Phil Gross

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	<p>Introductions, Project Guiding Principles, Meeting Handouts</p> <p>Introductions were made by the group, fit gap rules and meeting handouts were discussed.</p>
4	<p>Topics for Discussion</p> <p>The Labor Distribution module was 100% customized because the delivered PeopleSoft version would not allow flexibility in processing. In order to use the delivered functionality, we would have to run 'lag' payrolls in order to identify funding distribution prior to the running of payroll checks. (Currently, payroll checks are run approx. 1 week prior to payday, which means that earnings are finalized before they are earned by the employee). Another issue with the delivered functionality is that the system will not allow the splitting of fringes into multiple chartfield combinations but will allow earnings to be split into multiple chartfield combinations on a fluctuating basis.</p>
4A	<p>PS Upgrade 7.02 to PS 8.8</p> <p>The Labor Distribution module as customized will be migrated to version 8.8. New delivered functionality will not be implemented until after go-live. An example of new functionality to be re-visited after go live is Payment of Travel through Payroll instead of Accounts Payable.</p> <p>The Labor/Accounts Payable and the HR/Accounts Payable interface is also 100% customized. The delivered processing will be re-visited after go live. PeopleSoft now delivers an HR to Accounts Payable interface that will be reviewed to see if it can replace our customization.</p> <p>Version 8.8 will allow the user to assign "favorites" menu items. In version 7.02, Citrix users can not use favorites because the system clears them out every evening. (See Action Item # 1)</p>
4B	<p>Zero Gross Checks</p> <p>Currently, if an employee has a general deduction to be refunded for a single payperiod, the reversal/adjustment action works well. If the refund transaction covers multiple payperiods and the agency initiates a refund of the deduction (without any earning identified) the Labor Distribution program rejects the transaction and agency personnel must perform manual entries to both AP and GL. (See Action Item # 2)</p>

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4C	<p>Run Flow (batch job stream – multiple instead of single thread)</p> <p>The problem with current functionality is that the release of payroll records must be processed for one agency at a time because of designed key structure. SAO will re-structure the design to be able to simultaneously run multiple releases at the same time. SAO wants each agency to be able to release their agencies labor records. (See Action Item # 3)</p> <p>Security access will be set up as follows: At least three security classes will be needed to allow the following functions: 1) inquiry only 2) inquiry and data entry, and 3) inquiry, data entry, ordering reports and releasing labor.</p>
4D	<p>Chartfield’s PS 7.02 to PS 8.8 Account Code Table</p> <p>The HCM account code table contains the chartfield combination for reporting expenses and liabilities to General Ledger. In version 8.8, there is new chartfield functionality delivered. SAO must decide if the new chartfields will be utilized by the State of Georgia. SAO will revisit this issue after fit gap sessions are held for both Commitment Control and General Ledger. Modifications that were made to the account code and labor distribution panels in version 7.02 may need to be addressed once these decisions have been made. (See Action Item # 4)</p>

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4E	<p>Miscellaneous (are there any other issues that need to be resolved?)</p> <p>AP Interface – improve flow between HR and Labor modules. ‘System check’ is the default payment method in the AP interface. Some deduction payments should be made by wire and/or GFT transfers. SAO wants to have different voucher templates (See Action Item # 5) to correct the payment method default prior to the interface between HR and Labor. For those agencies that do not have access to perform GFT transfers (no account at the state treasury), indicators must be included at the agency level to be able to select the payment method for transactions to vendors prior to the AP interface process.</p> <p>Tree Maintenance – DHR wants the ability to enter their tree maintenance. A question arose as to why the agencies have to send chartfield changes to multiple personnel in the same department in order to get both Financial and HR chartfields added and/or changed. In version 8.8, if the agency is utilizing both the HR and Financials modules, a program is available to transfer chartfield information between the two modules, but this process will not work for those agencies that utilize only the HR module. SAO will determine the best way to handle this issue. (See Action Item # 6)</p> <p>Chartfield Cleanup – Agriculture questioned if we are going to clean up chartfields prior to conversion to version 8.8. It was determined that a query to see active versus inactive chartfields would be helpful to the agencies. SAO will work on adding an “Active/Inactive prompt” which will allow the query to run for only those records selected by the prompt. (See Action Item # 7)</p> <p>Labor Queries – It was determined that all SAO supported labor queries should be moved forward into version 8.8. DHR mentioned that they use many private queries that were written by another implementation vendor but which SAO does not support. They want these queries moved into version 8.8. SAO will determine if these queries will be forwarded into the new version. (See Action Item # 8)</p> <p>Electronic Time Reporting – DOT wants to utilize new functionality to update labor. Out of scope for this upgrade. (See Parking Lot # 1)</p> <p>Archived data – DOT wants reports/queries available for all archived data. (See Action Item # 9)</p>
5	<p>Conclusion</p> <p>Action Items and the Parking Lot items were discussed and the meeting was adjourned.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	4/13/05	Citrix and 3 tier Favorites disappear	SAO will research and determine if 'favorites' may be used in version 8.8 for Citrix users.
AI2.	4/13/05	Zero Gross Checks	Zero gross check functionality will resolve error conditions when refunds are processed.
AI3.	4/13/05	Batch Flow	SAO wants the agencies to release their own labor records to AP
AI4.	4/13/05	New chartfield structure	SAO must decide if the new chartfields will be utilized by the State of Georgia. SAO will revisit this issue after fit gap sessions are held for both Commitment Control and General Ledger
AI5.	4/13/05	Voucher Template (Journals) and AP Interface (adjustments)	Improve flow between HR and Labor modules. SAO to research changing the default payment method from system check to GFT or wire transfer for certain liability payments.
AI6.	4/13/05	Tree Maintenance –	Agencies want to perform their own tree maintenance. SAO will research the possibility of this functionality.
AI7.	4/13/05	Active/Inactive Prompt	Add active/inactive prompt to queries.
AI8.	4/13/05	Queries – Private & Public (migrating)	DHR wants to make sure that they will not lose the ability to use the “Z” queries which were written for their exclusive use. SAO will research.
AI9.	4/13/05	Archive Data	Agencies want the ability to run reports and queries on historical data. SAO will research this possibility.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	Electronic Time Reporting – DOT wants to utilize new functionality for electronic time reporting.