

Meeting Information

Meeting Name: LD1 – Labor Distribution (Internal session)
Scribe: DeVal Lott
Facilitator: Phil Gross
Date: March 30, 2005
Time: 9:00am – 10:00am
Location: Suite 1616 West Tower

Invitees/Attendees

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

	Name	Organization/Department	Substituting For
+	Rob Prinzo	Accenture	
+	Henrietta Adams	SAO	
+	Kyle Morton	Accenture	
+	Brian Duplessis	SAO	
+	Darryl Smith	SAO	
+	Eloise Walker	SAO	
+	Ashok Datta	SAO	
+	Jerome Lane	SAO	
+	Rick Housworth	SAO	
+	Jim Gates	QuestCon	
	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	Phil Gross/Chuck Heery
4A	Voucher Templates	Phil Gross/Chuck Heery
4B	Zero Gross Checks	Phil Gross/Chuck Heery
4C	Run Flow (Batch stream)	Phil Gross/Chuck Heery
4D	Chartfields	Phil Gross/Chuck Heery
4E	Misc.	Phil Gross

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	<p>Introductions were made, guiding principles and the handouts were discussed.</p> <p>Chuck Heery explained that the Labor Distribution module in version 7.02 is 100% customization. PeopleSoft has a Time & Labor module which could be used for these processes. There are two reasons at this time that the State of Georgia can't use this module. They are: 1) Checks for employees are produced at least one week prior to payday (which means that employees are paid in advance and cannot identify the projects that an employee has worked on) and 2) The General Ledger interface cannot distribute fringe earnings on a fluctuating basis.</p> <p>Delivered processes in version 8.8 is not much better. In order to use the Time & Labor module of PeopleSoft we would have to go to a lag payroll.</p> <p>SAO personnel process the release of payroll to the General Ledger for each agency. SAO wants agency personnel to process the release of their payrolls. (See Action Item # 1)</p>

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4A	<p>Voucher Templates</p> <p>When these vouchers are loaded into Accounts Payable, they have a default payment type of “system check” and checks are printed in error for those vouchers that are not placed on hold. Some fringe and withholding payment vendors require that their payments be made by “Wire” or “General Funds Transfer”. Users must change the payment type and banking information on each voucher for payments of this type. (See Action Item # 2)</p> <p>Per Brian Duplessis, the interface layout will currently allow the default value to be changed.</p>
4B	<p>Zero Gross Checks</p> <p>These type payments are made as adjustments are processed in the payroll record for an employee and are discarded in the labor interface. Agencies must process a manual journal voucher an a AP Adjustment voucher for these zero gross checks.</p> <p>A change request for processing zero gross checks was being implemented during 2003, but was stopped before beginning this upgrade. Re-visit this change request to correct this problem. (See Action Item # 3)</p> <p>Kyle Morton mentioned that in version 8.8, a zero journal voucher may be processed in Accounts Payable to handle this situation.</p>
4C	<p>Run Flow (Batch processing)</p> <p>Currently, online Labor Release and batch flow is processed in a sequential manner. We need to re-work the process for simultaneous processing and improved run time. (See Action Item # 4)</p>
4D	<p>Chartfields</p> <p>In version 8.8, Chartfields are stored in the Financials application, and a job is run to populate tables in the system (What to do about Business Units not on financials but in HCM? See Action Item # 5). An Account Code carries the chartfield distribution string in an employee’s pay record. This code is used to distribute wages in the Financial records. The DEPT ID code was modified to read “Organization” code.</p> <p>Three new chartfield identifiers have been added to version 8.8. SAO Financials staff must inform SAO HR/LD staff of the Chartfield identifiers which will be used in version 8.8. (See Action Item # 6)</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4E	<p>Misc</p> <p>Single Bank Account</p> <p>The default banking information which processes from Labor Distribution to Accounts Payable through the interface, may change for every agency depending upon the SAO decision on using a single bank account for the State of Georgia. (See Action Item # 7)</p>
5	<p>Conclusion</p> <p>Action items were discussed and the meeting was adjourned.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/29/05	State Agencies to release their own labor records	SAO to look at allowing state agencies to release their own labor processes.
AI2.	3/29/05	Validate current payment process (payment type)	SAO to look at most efficient method to change the payment type default value in the interface to Accounts Payable.
AI3.	3/29/05	Re-visit Zero Gross Checks	A change request for processing zero gross checks was being implemented during 2003. Re-visit this change request.
AI4.	3/29/05	Run Flow (Batch Processing)	Currently, online Labor Release and batch flow is processed in a sequential manner. We need to re-work the process for simultaneous processing and improved run time.

Action Item (AI) No.	Date Open	Description	Action/Response
AI5.	3/29/05	Business units that use HCM but not financials	The default banking information which processes from Labor Distribution to Accounts Payable through the interface, may change for every agency, depending upon the SAO decision on using a single bank account for the State of Georgia. Chartfields are stored in the financials module and a job is run to populate tables in the system. What to do with those agencies that use HCM but not financials?
AI6.	3/29/05	Dates for COA analysis	Three new chartfield values have been added to version 8.8. Which fields will be used?
AI7.	3/29/05	Single Bank Account status	The default banking information which processes from Labor Distribution to Accounts Payable through the interface, may change for every agency depending upon the SAO decision on using a single bank account for the State of Georgia.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session