

Personnel/Payroll Association

PPA Meeting – October 28, 2008



DOP Update – HRMS Upgrade Project

- Launch B - Successful implementation of E-Recruiting through the Portal on October 22.
- Launch C:
 - § Purpose of Dry Run 2 – prove the process, verify documentation, finalize timing.
 - § Dry Run 2 successfully completed on Saturday, October 25 with no issues to report.

DOP Update – HRMS Upgrade Project

n **Cutover Overview**

- Phase 1
 - § Begins 6:00 p.m. Day 3 – Payroll processing and BI Delta loads
- Phase 2
 - § HRMS Technical Upgrade
- Phase 3
 - § Systems Reconnection and Validation
 - Portal, BI, E-Recruiting to HRMS

DOP Update – HRMS Upgrade Project

Cut Over Plan: Go-Live: November 12, 2008

System Availability

	11/04 Day 3	11/05 Day 4	11/06	11/07	Saturday 11/08	Sunday 11/09	11/10	11/11	11/12
Normal Schedule	6:00 p.m. System Locked	Scheduled Outage	System available until 6:00 p.m.	System available until 6:00 p.m.	System available until 6:00 p.m.	Scheduled Outage	System available until 6:00 p.m.	System Open - State Holiday	System available until 6:00 p.m.
Cutover Schedule	6:00 p.m. System Locked	Outage	Business Day Outage	Business Day Outage	Outage	Outage	Business Day Outage	Outage	System Available (Business as Usual)

- n Orange cells = additional business day outage
- n Yellow cells = weekend/holiday outage

DOP Update – HRMS Upgrade Project

n **Launch C**

- Review of FAQ document
- Review of system availability schedule for November 4 - 11
- Review of extended system and Help Desk availability November 12 - 16

Personnel/Payroll Association – October 2008

DOP Update – HRMS Upgrade Project Schedule after November 12

In order to assist agencies with processing after the upgrade on November 12, DOP will extend system availability November 12 – 16.

	Wednesday 11/12/2008	Thursday 11/13/2008	Friday 11/14/2008	Saturday 11/15/2008	Sunday 11/16/2008	Monday 11/17/2008 Day 1	Tuesday 11/18/2008 Day 2
Normal Schedule	System available until 6:00 p.m.	System Closed	System available until 6:00 p.m.	System available until 6:00 p.m.			
Upgrade Schedule	System available until 7:00 p.m.	System available until 7:00 p.m.	System available Business as Usual	System available Business as Usual			
Help Desk Support	Support available until 5:00 p.m.	Support available until 5:00 p.m.	Support available until 5:00 p.m.	Support available 8:00 a.m. – 12:00 p.m.	No Help Desk Support	Help Desk Support as Usual	Help Desk Support as Usual

DOP Update – HRMS Upgrade Project

n Next Steps

- Communication on BI/ESS/E-Recruiting/Portal downtime to POC/End Users by October 30.
- Lockout information posted on HRMS Customer Support web site.
- Go Live notification out to POCs/End Users.

DOP Update – HRMS Upgrade Project

- n Information posted to the web site on the POC page:
<http://www.dop.wa.gov/HRMS/HRMSUpgrade/PointsofContact.htm>
- n Remember – Upgrade SAP GUI/BI Patch needs to be downloaded on end user computers. Message out to POCs on October 22.
- n Available at: <http://www.dop.wa.gov/HRMS/TechInfo/>
- n Next POC meeting: November 24

DOP Update – HRMS Upgrade Project

- n System differences
- n “Before and After” – will be posted on the OLQR (On-Line Quick Reference)
- n Demonstration of the upgraded HRMS

DOP Update

n **HRMS Communications/Updates**

- Review Absence Types and Infotypes
- General Ledger Accounts for Wage Types - Use *Wage Type Assignment – Display G/L Accounts (PC00_M99_DKON)* report.
- Access these lists in HRMS, and on the HRMS Customer Support Web Site:
- <http://www.dop.wa.gov/HRMS/CustomerSupport/Resources/>

Shared Leave-Terminated Employees and Travel Advances

- n When shared leave is reverted to the donors, and one of the employees has ***left the state***, what should you do?
 - Vacation Leave is not returned to termed employees. Sick leave, if returned within the five year limit, is returned to the termed employee's balance.

- n If an employee has not paid back a travel advance, do you have to follow the overpayment procedures in the State Administrative and Accounting Manual (SAAM) Section 25.80 <http://www.ofm.wa.gov/policy/25.80.htm>.
 - Per RCW 43.03.190, you can deduct the travel advance amount through payroll without employee signature. : <http://apps.leg.wa.gov/RCW/default.aspx?cite=43.03.190>

About PPA – Executive Committee

PPA Executive Committee:

- n Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- n Meets monthly to:
 - Determine issues and concerns of agency HR and Payroll staff and establish PPA Meeting agendas.
 - Coordinate Work Groups to build and present topics of interest.
 - Keep agency HR and Payroll staff informed!

Attend – Learn – Volunteer – Share – Let Us Know!

Resources

- n PPA - <http://www.dop.wa.gov/HRMS/PPA/>
 - Wendy Harris, Chair (ATG) 360-664-8820
- n OFM - <http://www.ofm.wa.gov/resources/payroll.asp>
 - Steve Nielson 360-664-7681
- n DRS - <http://drs.wa.gov/default.htm>
 - Brian Berghoff 360-664-7165 or Kim Smith 360-664-7107
- n HCA - <http://www.perspay.hca.wa.gov/>
 - Steve Norsen 360-412-4201
- n OST - <http://tre.wa.gov/>
 - Jackie Biss 360-902-8914 or Lesa Williams 360-902-8911

Resources - DOP

HRMS Customer Support Web Site

<http://www.dop.wa.gov/HRMS/CustomerSupport>

- § **Messages** – *Messages for end users*
- § **Resources** – *Reports, Absence/Wage Types, OLQR*
- § **Schedules** – *HRMS Payroll Calendar*
- § **PPA** – *Handouts and minutes from monthly meetings*

Contacts

Carol Wyckoff 360-664-6336

Nadine Cummings 360-664-6449

DOP Help Desk – 360-664-6400

Training – OEDS

<http://www.dop.wa.gov/Employees/TrainingAndDevelopment/default.htm>