PeopleSoft Phase 2 Assessment

Progress Status Report

09/29/21

Agenda

- Accomplishments and Planned Activities
- Opportunity Inventory Document
- Q&A from Peralta Team
- Key Takeaways from Business Process Discussions

Status Headlines

Accomplishments

- Reviewed Phase-2 documentation with focus on Requirements and Fit/Gap
- Reviewed PeopleSoft Configuration as part of analysis and preparation for Business Process Discussions
- Discussed Project Background and Phase-2 approach with IT Team
- Conducted Business Process Discussions
    - HCM: 8 Meetings
    - FSCM: 7 Meetings
- Started analysis and draft of Opportunity Inventory

Planned Activities

- Follow-up discussions and email correspondence on any pending items from BP discussions
- Continued analysis and draft of Opportunity Inventory and final presentation – to be delivered the week of Oct 4th
- Security Process improvement discussion

Opportunity Inventory Document Overview

- Huron will provide a listing of improvements by business process or other focus areas, such as staffing, communications, etc.
- This document will help drive timeframe for remaining implementation and help in building an overall roadmap for go-live, optimization, and longer-term improvements

PCCD Phase 2 PeopleSoft Assessment - Opportunity Inventory

Index	Opportunity Description	PS Pillar	PS Module	Business Process	Type	Sub Type	Complexity	Priority	Implementation Timeframe	Owner Org	Notes
1	Make expense reimbursements electronic. Current process is paper-checks	Finance	Expenses	Expense Report Reimbursement	Technology	Integrations	Medium	Medium	Optimization Phase	IT	Use of California Trust Bank may be a limitation, but look to EFT/ACH for reimbursement to get away from checks
											Use of California Trust Bank may be a limitation, but Visa has a

Q&A

Key Takeaways* from Business Process Discussions

**Comprehensive list will be part of the Opportunity Inventory document*

FIN - Expenses

Wins

- As part of Phase-2, Expenses will be done primarily online rather than remain paper-based
- Workflow will be standardized

Opportunities/Issues

- All reimbursements are done via paper check
  - Look to ACH/EFT to get away from checks
- Use of Cal Card (Travel card) could use My Wallet
  - Current process of reconciling Cal Card is manual and use of MyWallet would be helpful
- Travel Authorization needs to be budget checked to create an encumbrance
- Need to test expense report that spans fiscal years
  - Should be able to do this via testing across any two periods (September 30/October 1) to see where accounting falls
- Cash Advance journal overriding cost center from employee record instead of balance account
- Need to test/demonstrate Expense Report functionality and accounting from end to end
  - Sounds like there is a lack of understanding of how Cash Advances, Travel Authorizations, and Expense Reports work together in terms of accounting

FIN - Asset Management

Wins

- Asset Management will be online and be workflow driven as opposed to today's out-of-system process
- Asset valuation starts at $5,000 rather than $50,000, allowing for a more accurate picture of total assets
- It will be easier to track assets using Asset Management
- Asset creation will no longer be manual
- Unitization and Consolidation can be done with a few clicks

Opportunities/Issues

- Locations
  - Need to be identified
  - Need to be comprehensive across entire district
  - Need to have sensible naming convention
  - Not being able to locate assets by location is an audit concern, especially if grants-funded
  - Decide if Fusion (Facilities) is source of truth
- Tracking and storing assets valued at less than $5,000 is an open decision

FIN - Supplier Contracts

Wins

- Supplier Contracts will be online and be workflow driven as opposed to today's paper process
- It will be easier to track contracts and contract spend using Supplier Contracts
- Contract approval will be more straightforward

Opportunities/Issues

- Integrate AdobeSign into Supplier Contracts
  - Not integrating limits the benefit of having electronic signatures
- Standardization of workflow for Supplier Contracts
  - Current Contract workflow is repetitive and over-long. Standardizing workflow will help mitigate this pain point
- Board approval, when needed, should be last step in process—is this an offline step or does the Board president have user account in PeopleSoft?
- Multi-year encumbrance issue brought up during session is more appropriately addressed in PO accounting area.

HCM - Time and Labor

Wins

- ESS/MSS enabled with online timesheet validations
- TL Auto enrollment and termination
- Dynamic Group ID and TL permission
- Leave Accrual Calculation with single Run ID allowing Functionals to be able to update without development.
- Automated Comp Time Payout
- E-Forms will update Job and remove ePAF

Opportunities/Issues

- Robust, end-to-end, scenario-based testing
- Training including:
    - End-user, department/campus and central instructor lead or cbt
    - Training materials and reference guides
- Business process mapping and or redesign for time approvals (multi-departments), AM, Pro rata process and issue support/resolution
- Roadmap for AM and Pro rata
- Address resource constraints
- Change management/communication

HCM - Commitment Accounting

Wins

- No issues found when running PSPPFUND and PAYGL02 in UAT payrolls from a CA perspective. Combo codes all looked good.
- Team is aligned on importance of data clean-up.
- Gaps identified prior to UT (ie. Automation of budget journal and ability to check remaining fund budgets) have been addressed.

Opportunities/Issues

- Encumbrance definition setup and paygl03 is in scope for phase 2, but has not been set up or tested.
- Method for loading position funding for hourly, part-time, student workers has not been finalized. This is imperative for a successful go-live.
- No mechanism to inform Vu of Direct Retro requests when EPAF is retired.
- Vu is the sole gatekeeper/POC for many things CA-related. He does not have a backup. Opportunity for knowledge transfer to help with the workload and ensure that bases are covered if he takes time off.

HCM - Manager Self-Service

Wins

- Data clean-up for Job and Position data
- Move EPAF steps to PS delivered MSS
    - All workflow currently exists in EPAF
- New Workflow in PS will be cut down to 3-4 steps
- Pay Update transactions will use PS e-forms (replacing ePAF and using PS workflow for transactions)
- Leaves - ePAF does not allow for upload of supporting documentation, Manager Self Service has this capability and will be utilized in phase II.
- Terminations - Manager Self Service will take away manual steps related to processing terminations in current-state

Opportunities/Issues

- Recruiting not in PeopleSoft (currently using PeopleAdmin) in Phase III modules
- Unpaid Leave relies on be notified outside of PeopleSoft and can get out of sync from Payroll to HR
- Automating longevity pay increases in future phases.
- Part-time faculty have to be manually terminated

HCM - Position Management

Wins

- In Phase 1 Hourly employees do not have Position Numbers. In Phase II **All** employees will have a position number
    - Managers can check position budgets, can create/update positions, and can view headcount for all positions (in Phase II)
- Position Management moves to delivered PS Manager Self Service in Phase II
- Gaps Identified in Phase I have been addressed and are being tested to be deployed in Phase II

Opportunities/Issues

- Position Funding is currently done through ePAF that process is being phased out in Phase II. There is no decision on how to notify Payroll to make the funding changes for the position.
- Position Funding is a resource challenge (as All employees will have a position in phase II this task will become less manageable by one resource).