



# Peralta CCD

# PeopleSoft Upgrade Phase II

November 9, 2021



# Presenters

---

**Antoine Mehouelley**

Chief Technology & Information System  
Officer

**Marla Williams-Powell**

Executive Director of Fiscal Services

**Immaculate Adesida**

Director of Human Resources





# Peralta Technology Modernization: PeopleSoft Upgrade Project Charter

## Executive Sponsor:

Chancellor Jannett Jackson  
[jjackson@peralta.edu](mailto:jjackson@peralta.edu)

## Executive Advisors:

Angelica Garcia-Berkeley City College  
[angelicagarcia@peralta.edu](mailto:angelicagarcia@peralta.edu)

Nathaniel Jones III- College of Alameda  
[nathanieljones@peralta.edu](mailto:nathanieljones@peralta.edu)

Rudy Besikof -Laney College  
[rbesikof@peralta.edu](mailto:rbesikof@peralta.edu)

David M. Johnson - Merritt College  
[dmjohnson@peralta.edu](mailto:dmjohnson@peralta.edu)

## Executive Advisors:

CTO Antoine Mehoulley [amehoulley@peralta.edu](mailto:amehoulley@peralta.edu)

VC Ronald McKinley [rmckinley@peralta.edu](mailto:rmckinley@peralta.edu)

VC Adil Ahmed [aahmed@peralta.edu](mailto:aahmed@peralta.edu)

VC Siri Brown [sbrown@peralta.edu](mailto:sbrown@peralta.edu)

## Steering Committee Chair:

CTO Antoine Mehoulley



## Peralta PeopleSoft 9.2 Functional & Technical Team:

**VC Ronald McKinley**  
Human Resources  
[rmckinley@peralta.edu](mailto:rmckinley@peralta.edu)  
Human Resources

- **Workforce Administration**
- **Payroll**
- **Benefits**
- Khang Ho – HR System Analyst  
[kho@peralta.edu](mailto:kho@peralta.edu)
- Ruby L Andrews – HR Analyst  
[rlandrews@peralta.edu](mailto:rlandrews@peralta.edu)
- Harizon Odembo – Benefits Manager  
[hodembo@peralta.edu](mailto:hodembo@peralta.edu)
- Alejandra Rodriguez – HR Generalist  
[alejandrarodriguez@peralta.edu](mailto:alejandrarodriguez@peralta.edu)
- Teri Antonio- Enterprise Analyst  
[tantornio@peralta.edu](mailto:tantornio@peralta.edu)

**VC Adil Ahmed**  
Finance  
[aahmed@peralta.edu](mailto:aahmed@peralta.edu)  
Finance Modules

- **Purchasing:**
- **Accounts Payable:**
- **Commitment Control:**
- **General Ledger:**
- **Asset Management**
- Finance Analyst -Vacant  
[aahmed@peralta.edu](mailto:aahmed@peralta.edu)
- Brian Slaughter – District Director of Purchasing  
[bslaughter@peralta.edu](mailto:bslaughter@peralta.edu)
- Seraphine Nzomo - District- Sr. Buyer/Cap Projects-Bonds  
[snzomo@peralta.edu](mailto:snzomo@peralta.edu)
- Tami Taylor – District Senior Accountant  
[tamitaylor@peralta.edu](mailto:tamitaylor@peralta.edu)
- Nicholas Shere  
[nshere@peralta.edu](mailto:nshere@peralta.edu)
- Andrea Stokes - District- Capital Projects Coordinator, Finance  
[astokes@peralta.edu](mailto:astokes@peralta.edu)
- Vu Nguyen  
[vnguyen@peralta.edu](mailto:vnguyen@peralta.edu)
- Herzie Mendoza  
[hmendoza@peralta.edu](mailto:hmendoza@peralta.edu)
- Rebecca Del Toro – Payroll Director  
[rdeltoro@peralta.edu](mailto:rdeltoro@peralta.edu)
- Michelle Lenh – Payroll Coordinator  
[mlelh@peralta.edu](mailto:mlelh@peralta.edu)
- Dominique Love – Payroll Specialist  
[dolove@peralta.edu](mailto:dolove@peralta.edu)

**VC Siri Brown**  
Campus Solutions  
[sbrown@peralta.edu](mailto:sbrown@peralta.edu)  
Campus Solutions

- **Admissions & Records**
- **Academic Advisement**
- **Student Financials**
- **Financial Aid**
- **Academic Structure**
- **Curriculum Management**
- Silvia Cortez (District) - A&R Systems Analyst  
[scortez@peralta.edu](mailto:scortez@peralta.edu)
- Dominique Taylor (District) – Coordinator Admissions and Records/Transcripts  
[dtaylor@peralta.edu](mailto:dtaylor@peralta.edu)
- Joyce Brown Willis (District) Student Financial Applications System Analyst  
[jwillis@peralta.edu](mailto:jwillis@peralta.edu)
- Vu Nguyen (District) System Analyst Payroll/Finance  
[vnguyen@peralta.edu](mailto:vnguyen@peralta.edu)
- Abigail Angel Umale (District) – Financial Aid Systems Tech Analyst  
[aumale@peralta.edu](mailto:aumale@peralta.edu)
- Amany ElMasry - Curriculum and Systems Technology Analyst, Academic Affairs  
[aemasry@peralta.edu](mailto:aemasry@peralta.edu)

**DIR Antoine Mehoulley**  
Technology  
[amehoulley@peralta.edu](mailto:amehoulley@peralta.edu)  
Information Technology

- **Application**
- **Network**
- **System Integrations**
- Teresa Chang - Sr. PeopleSoft Database Administrator  
[tchang@peralta.edu](mailto:tchang@peralta.edu)
- Chiranjeevi Adusumalli- Sr. Applications Software A.  
[cadusumalli@peralta.edu](mailto:cadusumalli@peralta.edu)
- Jonathan Olkowski - Sr. Network Systems Administrator  
[jolkowski@peralta.edu](mailto:jolkowski@peralta.edu)
- Chi Au - Sr. Network Systems Administrator  
[chiau@peralta.edu](mailto:chiau@peralta.edu)



# Peralta Technology Modernization PeopleSoft 9.2 Upgrade :

## Governance Committee Chair

Chief of Staff Royl Roberts  
rlroberts@peralta.edu

## Participatory Governance

### Training and Communications

- Mark Johnson [markjohnson@peralta.edu](mailto:markjohnson@peralta.edu)
- Inger Stark [istark@peralta.edu](mailto:istark@peralta.edu)
- Brielle Plump [bplump@peralta.edu](mailto:bplump@peralta.edu)

Student Tutorial-

<https://web.peralta.edu/admissions/video-tutorials-for-student-campus-solutions/>

Faculty Tutorial

<https://peralta.instructure.com/courses/41699>

### Student Focus Group

- Chrys Yap: [10996950@cc.peralta.edu](mailto:10996950@cc.peralta.edu)
- Mingshi Son: [mingshisong01@gmail.com](mailto:mingshisong01@gmail.com)
- Daniel Bui: [dbui2023@gmail.com](mailto:dbui2023@gmail.com)
- Mingshi Song: [mingshisong01@gmail.com](mailto:mingshisong01@gmail.com)
- Landen Manuel: [landenmanuel@gmail.com](mailto:landenmanuel@gmail.com)
- Bruna Warner: [brunagallo89@gmail.com](mailto:brunagallo89@gmail.com)
- Jasmine Bledsoe: [bledsoejasmine17@gmail.com](mailto:bledsoejasmine17@gmail.com)
- Armando B. Villa: [armandovilla510@gmail.com](mailto:armandovilla510@gmail.com)
- Sabria Hinton: [sabriahinton19@gmail.com](mailto:sabriahinton19@gmail.com)
- Emily Li: [emilyli314@yahoo.com](mailto:emilyli314@yahoo.com)
- Cora Moss: [coraleigh.moss@gmail.com](mailto:coraleigh.moss@gmail.com)
- Ana Touriel: [ana.g.touriel@gmail.com](mailto:ana.g.touriel@gmail.com)
- Clarissa Del Visco: [lopez.delvisco@gmail.com](mailto:lopez.delvisco@gmail.com)
- Ethan Casana : [ecasana@ucsc.edu](mailto:ecasana@ucsc.edu)

### Governance Committee DTC/DAS

- Jennifer Shanoski [jshanoski@peralta.edu](mailto:jshanoski@peralta.edu)
- Donald Moore [donaldmoore@peralta.edu](mailto:donaldmoore@peralta.edu)
- Rupinder Bhatia [rhatia@peralta.edu](mailto:rhatia@peralta.edu)



# PeopleSoft Upgrade 9.2 Phase II Business Process Modernization

## New Modules

- Manager Self-Service
- Position Management
- Time and Labor
- Commitment Accounting

Human Capital Management (HCM) Pillar  
Phase Two Scope | Peralta CCD |

## Project Goal

### *Utilize District Resources effectively and efficiently*

1

Replace PCCD custom built electronic personnel action form (ePAF) with PeopleSoft Manager Self Service.

2

Convert paper base leave action report form (LAR for full time employees) into employee electronic submission and electronic manager approval.

3

Convert paper timesheet form (for hourly and part time employees) into employee electronic submission and electronic manager approval.

# Replace ePAF with PeopleSoft Manager Self Service

eFORMS for various types will be created and will be available for Managers to initiate electronic personnel actions, e.g., hire, job data change, promotion, etc.

Manager Self Service tile will be created in one place to make it easier for the manager to perform his/her task, e.g., initiate request, approve request, approve time submitted, etc.

Approval will be streamlined and managers will have the ability to appoint a delegate during their absence.

Managers will have the ability to view and manage their employee's available sick, vacation and floating holiday leave hours if applicable.



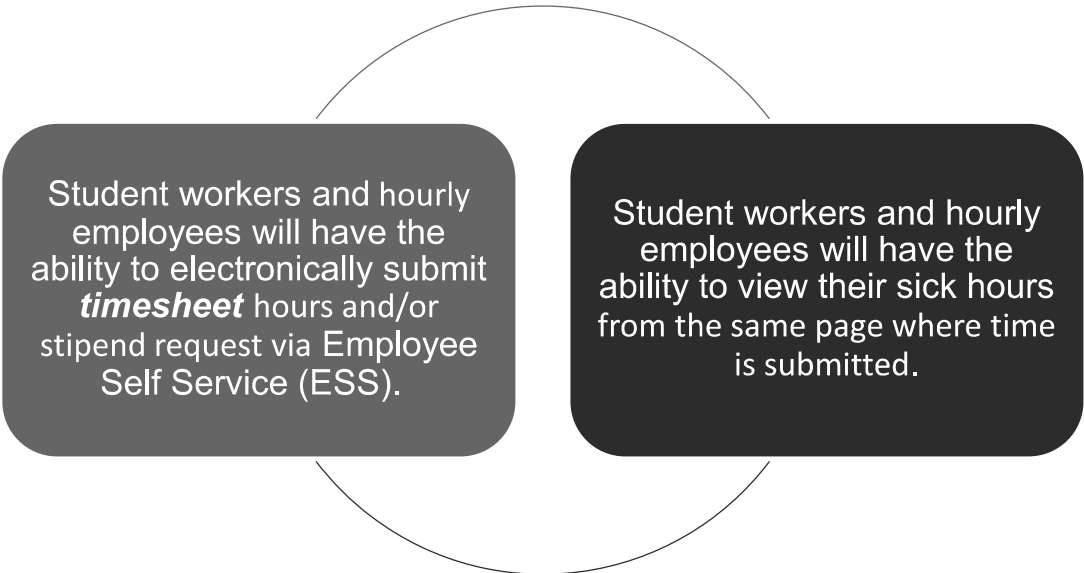


Employees will have the ability to electronically submit Leave Absence Report (LAR for full time employees) via Employee Self Service (ESS).



Employees will have the ability to view their sick, vacation and floating holiday hours on the same page where time is to be submitted.

Convert  
paper base  
LAR into  
electronic  
employee  
time  
submission.



Student workers and hourly employees will have the ability to electronically submit *timesheet* hours and/or stipend request via Employee Self Service (ESS).

Student workers and hourly employees will have the ability to view their sick hours from the same page where time is submitted.

# Convert paper form approval for LAR and Timesheet into electronic manager time approval.



Managers will have the ability to electronically approve Leave Absence Report (LAR) submitted by the employee by going to Manager Self Service (MSS) tile.



Managers will have the ability to electronically approve Timesheet related hours and/or stipends submitted by student workers and hourly employees.



Speeds up the time in processing LAR absences; No need to submit paper LAR to benefits department



Speeds up the time in processing Timesheet hours and stipends. No need to submit paper timesheet to payroll department.



# Employee Training



Employee Self Service  
Timesheet & LAR Electronic  
Submission



Employee Self Service  
Action Request Electronic  
Submission



# Manager Training



Manager Self Service  
Timesheet & LAR Electronic  
Approval



Manager Self Service Action  
Request Electronic Approval



# Notification

Automated email notification will be sent to **EMPLOYEES** to electronically submit timesheets.



Automated email notification will be sent to **MANAGERS** to approve timesheets electronically submitted by their direct employees.



## HCM Project team allocated to this project:

- Human Resources
- Payroll Department
- Finance Staff
- Information Technology

## Team Resources

Full collaboration and numerous work sessions are on-going between multiple departments to ensure the accuracy of business processes.



# PeopleSoft Upgrade 9.2 Phase II Business Process Modernization

## New Modules

- Asset Management
- Expense Management
- Supplier Contracts

Financial & Supply Chain Management (FSCM) Pillar  
Phase Two Scope | Peralta CCD |



## Project Goal

### *Utilize District Resources effectively and efficiently*

1

Asset Management module will be implemented to track all the assets greater than \$5000 and provide the net book value to management

2

The Supplier Contract Management module provides a centralized contract clause library used for executing purchases, which allows the District to author, approve, manage documents and amendments, preserve legal documents and execute contracts via Adobe Sign between Suppliers and the District

3

Expense Management module will be implemented to replace manual process in administration and tracking of District's travel expenses

# Asset Management module will be implemented to track assets greater than 5000\$.

Asset Management module will record and store required asset information in our Oracle database.

Basic information will be tracked for each asset. This includes cost, quantity, in-service date, depreciation method, category, profiles, location, asset types, book, tag number serial ID, manufacturer, model number, etc.

Any asset more than \$5,000 will be capitalized immediately and will have a corresponding asset tag.

Project Assets will be transferred to inventory after the completion of the project. These assets will then be considered as a “normal” asset thereafter.

Assets will be tagged in the PeopleSoft System with the implementation of this module.

Lease assets will be tracked.

Asset Physical Inventory system features will be enabled and reports can be generated.

# Implement Supplier Contract Module: replace Contract administration

**Create contract - Only the Requisitioners who have the proper security can have access to create and submit contracts in the Oracle database.**

**Approve Contract- Only Approvers who have proper security can access and approve contracts**

**Create document**

**Create requisition and pre-encumber funds**

**Approve and sign documents – Submission will be done only after the requisition is created**

**Add contract ID to the requisition line**

**Approve and budget check the requisition**

**Run auto source to process the purchase order**

# Implement Expense Management Module: Replace Microsoft Word, Excel and Adobe Sign Manual administration & tracking of District's Expense.

**Travel authorizations - Travel authorizations are used to pre-approve the not-to-exceed amount of travel costs.**

**Travel Advance - Requests will be submitted through the expense module**

**Expense reports - Expense reports are submitted after the travel to reconcile all the costs and advance against the travel authorizations.**

**We will no longer be using dummy vendor files for employees**

**Expenses can be classified and coded directly within the expense module**

# User and/or Requestor Training



User Training will be provided on how to use Asset Management module.



User Training will be provided on how to submit travel and expense using Expense module.



User Training will be provided on how to request/create contract using Supplier Contract module.

# Approver Training



Approver Training will be provided on how to make approvals using Asset Management module.




Approver Training will be provided on how to make approvals using Expense module.



Approver Training will be provided on how to make approvals using Supplier Contract module.

# AWE Notification

Automated  
Workflow  
Electronic  
Notification will be  
sent for any  
transactions that  
requires action.



Notification  
will appear in  
employee's  
PCCD email



## FSCM Project team allocated to this project:

- Purchasing
- Accounts Payable
- Finance Staff
- Campus Users
- Information Technology

## Team Resources

**Full collaboration and numerous work sessions are on-going between multiple departments to ensure the accuracy of business processes.**





# Peralta Technology Modernization: PeopleSoft 9.2 Upgrade

## Addressing Current Challenges as of 11/03/2021

- Constraints:
  - Additional resources needed to accomplish District wide training and deployment.
  - Diminished Staff Capacity & Bandwidth - impacting project progress.
  - HURON Consulting Group's assessment needs to be considered and achieved
- Addressing Constraints
  - Reassessed Current deployment plan: too aggressive and timeline needs adjusting, Training Considerations and Full Assessment Completion based on Huron's Assessment
- Solution *Modified Go-live Date March 31, 2022. RFP needed for external training Extended*



# Questions?



# Thank You!

---