“Even if you stumble, you’re still moving forward.”

-Victor Kiam, President and CEO, Remington Products

In this Edition:
- Dawn’s Point of View
- Conversion
- Interfaces
- Integration Testing
- Load Testing
- PeopleBooks

Dawn’s Point of View
We are well into the final throws of the UTShare project and continue to refine the last of the items prior to go-live. These past few weeks we have been working on the second round of integration testing as well as conversion validation. In this final week before the holiday break, we need to push hard to complete these items as we do not want to be behind when we return in January. When we return we will begin again with parallel testing.

I want to thank you all for the hard work and dedication to the UTShare project. I wish you a healthy and happy holiday break and look forward to seeing you all in the New Year. Happy Holidays!

Conversion
FMS
- The key tasks for the FMS conversion remain focused on the year-end and monthly close processes. The 2012-2013 year end close marks a key milestone for the FMS conversion. The reconciliation of balance forward amounts will be a critical step for 2013-2014 fiscal year conversion and ultimately transition to the new system in March.
- Two campuses are still working through the year-end reconciliation efforts for 2012-2013; both expect to complete by Friday, 12/20.
- The FMS conversion efforts will continue in the coming months as each campus reconciles the legacy system to PeopleSoft for each month of the current fiscal year, 2013-2014. All campuses that have completed the YE close are working on Sep and/or Oct; these campuses expect to have Sep closed before the break, a good deal of effort given all the changes/corrections for the first month of the new fiscal year. Great job on this by the campuses!!

HCM
- Key activity related to the HCM conversion is completion and reconciliation of the payroll balances between systems. There are still some differences being worked through. UTSA has been working with the conversion team to identify and resolve these differences, not only for UTSA, but these solutions will apply to other campuses using Define.
• Payroll balances are important for W2 reporting; PeopleSoft will be used to create W2’s for 2014. These balances are also important to ensure that the employee deductions for savings plan don’t exceed the annual limit.

• HCM conversion is also critical to paycheck calculations. So far, there have not been any significant issues reported. HCM conversion related issues at this stage are related to small populations of employees. Plans are in-place to address these employee records post go-live.

Given the overall status of conversion, the next key step will be to prepare for the closeout tasks. More to follow in the next report and in upcoming meetings.

A special thanks to all of those who have worked on conversion over the past many months validating data and working through the issues which has gotten us to this point. It’s a critical task and essential in producing these positive results.

**Interfaces**

With more robust data a broader effort, integration testing has uncovered minor issues/bugs that are being addressed by the development team. In particular, the Payroll team has discovered TRS issues and specific resolutions are being developed.

**Integration Testing**

• Integration Testing is also a critical step in confirming overall readiness. This is where all the pieces fit together to enable us to use the new system to “practice” conducting business. The emphasis at this stage is essentially that, test the system by simulating the daily or weekly business tasks. Issues are still expected to surface, but the “time to close” issues is key and will continue to be measured as a key “gauge” for readiness.

• Paychecks are being created; the emphasis is on “accuracy”. The paychecks produced in PeopleSoft are expected to match Define/Datatel for each pay period. So far, for those who have reported results, the accuracy rates are quite good. The few issues reported will be resolved before the next paycheck run.

• The accuracy and overall efficiency of the interfaces is also critical. Results have varied by area; continued testing and focus on overall process effectiveness is planned for January.

• The next refresh of QA is being planned and will occur over the holiday break. Both HCM and FMS will be refreshed to reflect the following:
  - HCM will include Define/Datatel data as of Nov 30
  - FMS will include 2012-2013 fiscal YE. Note, campuses have also been advised to submit updated data spreadsheets by 12/21 or leaving for the holiday break.

• Each business process is being evaluated this week for completion and readiness. Results will be used to plan January testing efforts. These details are being gathered as part of an “Interim Report” being prepared before the holiday break. The status will be distributed to the Campus Project Managers as
well as be posted on the Integration Testing site on SharePoint.

**Load Testing**

Load Testing was conducted with only a minor weather disruption.

Preliminary review of the data is very positive. The analysis portion of the report is being drafted and should be ready for review early next week.

**PeopleBooks**

As a reminder, Oracle provides online help for PeopleSoft 9.1 as well as a glossary of PeopleSoft terms. Below are the links for FMS and HCM. These may be useful as we continue to bring new team members into our testing processes.

- HCM: [http://docs.oracle.com/cd/E28727_01/hcm91fp2/eng/psbooks/index.htm](http://docs.oracle.com/cd/E28727_01/hcm91fp2/eng/psbooks/index.htm)