1. **Status of the Endowment Management System**

   **Action Items**
   - **Assigned to:** Carlos
   - **Due Date:**

   **Meeting Discussion**

   **1. Current Status and Challenges**
   
   a. **Major Accomplishments**
   
   i. FMS vendor patches/bundles and HCM tax update
   
   ii. Calendar year end processing (1099, W-2, reports)
   
   iii. USAS reimbursements
   
   iv. eCRT interface
   
   b. **Major Efforts in Progress**
   
   
   ii. Procure to Pay process review
   
   iii. CBM008 report validation- UTSA reporting draws data from other sources (Banner, Digital Measures) and thus a report relying exclusively on PeopleSoft data is challenging.
   
   iv. Time and Labor/Auto enrollment fixes, testing, and stabilization
   
   c. **Key Challenges**
   
   i. Reporting
   
   ii. Shared vendor file maintenance
   
   iii. Manual effort to perform daily processing
   
   iv. Billing project sponsors
   
   v. Reconciling cash balances
   
   vi. Vendor File maintenance
   
   d. **Results of the Sponsored Projects Assessment** will be reported to UT System leadership who will develop a remediation plan.

   e. **Help Desk Report** was reviewed. Tickets and phone averaging 250-300 per month. Help Desk staff will meet with Financial Affairs staff regarding shared issues and policy related responses. I was recommended to meet with former change leaders to gain feedback on support needs going forward.

   f. **Staffing changes/challenges**
   
   i. **UTSA-**
      
   1. PS Technical position filled
   
   2. PS FMS positions remain unfilled
   
   ii. **Shared Information Systems (support UTShare, TexSIS, other system wide projects)-**
      
   1. PS HCM positions are now filled
   
   2. PS FMS- 4 BA positions remain unfilled
   
   3. PMO has 2 new project managers
   
   4. Help Desk now has 2 representatives hired, looking for a business intelligence
   
   5. Interviewing for DBA Manager, 4 open developer positions
   
   iii. **Tight PeopleSoft labor market in San Antonio, Texas, nationally**

2. **Shared Services Processing & Support**

   a. Incidents: 520 active incidents across the cohort (95 logged by UTSA) as of 1-22-2015.

<table>
<thead>
<tr>
<th>Service</th>
<th>Incidents</th>
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<tr>
<td>Accounts Payable</td>
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<tr>
<td>Human Resources/eProfile/ePerformance</td>
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<tr>
<td>Time and Labor</td>
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<tr>
<td>Benefits/Benefits Administration/eBenefits</td>
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<tr>
<td>Purchasing/eProcurement</td>
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<td>Component</td>
<td>Tickets</td>
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<td>Infrastructure</td>
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<tr>
<td>PeopleSoft Financials</td>
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<td>Travel and Expenses</td>
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<td>Grants</td>
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<tr>
<td>Absence Management</td>
<td>16</td>
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<tr>
<td>PeopleSoft HRMS</td>
<td>14</td>
</tr>
</tbody>
</table>

Note- 3777 tickets closed since go-live

b. Change Requests: Review, validation, and combining of change requests underway

c. UTShare Operating Committee Report- Cohort wide work groups formed to address the following challenges:
   i. Time and Labor Stabilization
   ii. Statement of Accounts (Monthly Financial Report)
   iii. Cash Reconciliation
   iv. USAS/state reimbursement processing
   v. Salary encumbrances
   vi. PO and Travel Encumbrances
   vii. Grants processing
   viii. State Comptroller reporting (HRIS)
   ix. ePAF/HR workflow
   x. Faculty contract processing
   xi. Security roles

3. Steering Committee Feedback and Questions from representative area
   o Campus waiting on feedback from working groups to see progress
   o Concern noted about access to other campuses information. HCM multi-campus access will be assigned to 6 back office staff. FMS has no row level security as it is business unit.
   o RSC representatives will participate in cohort wide workgroups to ensure deliverables include the perspective of the research community.
   o Concern noted regarding Interim processes and reliance on the aging SharePoint 2010 platform. Work is underway to upgrade to SharePoint 2013 in case PeopleSoft workflow is not ready in time. Also, 2 Factor authentication must be deployed by August 31, 2015 to comply with the Chancellor’s mandate.
   o OIT/ADS directory utility for room location updates will be deployed this Spring.

4. Upcoming Activities in Next Quarter (Feb - Apr)
   o Monthly Financial Report (formerly Statement of Accounts)
   o PSPB (Public Sector Planning and Budgeting)
   o Workflow Approval Processing –
     i. Re-planning of workflow at Shared Services level
     ii. UTSA will thoroughly test PeopleSoft Workflow before rolling out to our campus;
     iii. Interim approval processes will be retired based upon directives of Back Office areas;
     iv. Approval process training required for Reports-to-Supervisors and Administrators
   o Continued report development and validation
   o Campus security procedures and review

Questions

1. No additional questions.