Action Items

1. Brainstorm on rolling out communications to UTSA Campus to prepare for cutover from DEFINE to PeopleSoft.

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<tr>
<th>Assigned to:</th>
<th>Due Date:</th>
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<tr>
<td>PeopleSoft Team; Steering Committee</td>
<td>April 2013</td>
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Meeting Discussion

Re-baseline of Project Plan/Schedule for September 1, 2013 Go-Live

- New PeopleSoft Go-Live date is September 3, 2013.
  - There is no slack built into the schedule for Go Live, so the project is being managed tightly.
- Project Team needs to be ready by August 1, 2013 so that DEFINE to PeopleSoft cutover activities can occur.
- Project Team may need to work overtime/comp time to reach September 3, 2013.
  - They are already working extended hours for conversion validation activities.

Handout – PeopleSoft UTShare Project Timeline notes

- Light blue timelines are currently being worked on, dark blue timelines have not yet started at UTSA.
- “Develop Modifications”
  - Modification development deadline is January 31, 2013, but that deadline will not be met as some HCM mods still need development.
- “Conversion Validation”
  - FMS Conversion is a manual conversion process: Project Teams are extracting data from DEFINE to excel spreadsheets and then uploading them into PeopleSoft during cutover activities.
    - Project Team is converting DEFINE’s Fiscal Year 2012 month-by-month until Go-Live date.
    - Grants and Projects module are main focus, along with General Ledger and Assets.
    - Note: Outstanding POs and Travel Orders are currently not in scope for conversion. They will be manually entered into PeopleSoft.
  - HCM Conversion is a semi-automated process. Premier is converting DEFINE data and then loading into HCM for validation.
- “Develop Interfaces”
  - About 20 UTSA Campus interfaces have been identified for PeopleSoft transition from DEFINE.
- “Develop PeopleSoft Training”
  - Training Leads are currently in a waiting status, as Project Team is busy doing other activities.
  - Training Leads will deliver training to PeopleSoft Sustainment Center, then Back Office, then Front Office.

Recent UTSA Project Team Accomplishments

- Project Teams learned how the PeopleSoft system works during the 11 weeks of System Testing.
- Project Teams tested over 1,600 Test Scripts out of 2,100 total scripts.
  - Founds some errors, but not a significant amount. Mainly business processes needed to be tweaked.
- Project Team completed 3 cycles of DEFINE to PeopleSoft conversion validation to date.
- Project Team successfully mapped Chart of Accounts for Fiscal year 2012, period 13.
  - Next step is to create journals for period 13 balances and post them.
  - Ultimate goal is to reconcile it against schedules of the AFR.
- Reporting Team scrubbed reports needed for PeopleSoft to a more manageable list.
  - UTShare Reporting status is behind due to no access to Converted data to run reports on.
    - Converted data will not be available until April 2013.
  - Report development will continue past Go Live.
  - An Additional ARDC Report Developer was hired in January 2013 to aid in report development.
  - Report development priority is on Federal/State/Coordinating Board reports first, and then Operational reports by frequency of use (monthly, quarterly, annual).
- UTSA’s PeopleSoft ticketing system was successfully set up for PeopleSoft Support & Sustainment Center.
  - The ticketing system will be ready for Integration Testing and will simulate production environment, plus start tracking FAQs to be used for Go-Live.
- UTSA’s PeopleSoft Back-Office Training Plan was created.
  - Back-Office training will begin sometime in May, but it is dependent upon Integration Testing schedule.
  - UTSA Back-Office staffs are planned to be incorporated into PeopleSoft Integration Testing in June and July.
Current UTSA Project Team Activities

- Project Teams are verifying PeopleSoft security roles.
  - HCM verified all security roles and did not need to consolidate.
  - FMS is currently working on consolidating security assignments down further.
- UTSA’s PeopleSoft Training Course Catalog contains 15 UTShare-wide courses and an additional 5 UTSA-specific courses.
  - Course Content still needs to be validated by Project SMEs.
  - Each course has a specific delivery method to incorporate different learning styles and to meet different volumes of training needed per training topic.
- UTShare is “divide and conquering” the training load: Each campus is building the course according to where the Module Functional Chair is located.
  - Example: UTSA is building the courses for Purchasing, Payroll, etc., and Tyler is building course for Travel.
  - UTSA will review other campuses’ courses and augment as necessary.

UTShare PMO (Project Management Office) Changes

- With the new PMO Project Manager, the PMO is taking a new level of involvement with the 18 Functional Committees and campus Project Managers (PM).
  - Examples: Daily conference calls, weekly status updates (instead of bi-weekly).
- The PMO now includes campus PMs into PMO decision-making. Before, a liaison relayed PM concerns to the PMO.
- The PMO is working towards a campus “ownership” approach, where campus PMs actively share direction of UTShare Project.

UTSA PeopleSoft Website Update

- Our PeopleSoft website (www.utsa.edu/utshare) is being updated to be more user-friendly.
  - The website’s current purpose is to provide tools to change from DEFINE to PeopleSoft, and the website’s purpose will change post Go-Live to be primarily focused on training.
- The website updates will include giving quick access to important information in existing PowerPoints, PeopleSoft FAQs and Glossaries, consistent updates to the website, etc.
- UTSA Change Leaders will pilot the website on Wednesday, January 30 to provide feedback on usability.
- Website updates are scheduled to roll out by Friday, February 1, 2013.

Check Printer Update

- Each campus is going to receive 2 check printers in the next 30 to 60 days after ARDC finishes configuration.
- Check Printers will initially be located in PeopleSoft office and will transition to Payroll/Disbursements Office after testing is complete in July or August.
  - Will need to relocate the Check Printers once more when PeopleSoft Team moves to North Paseo building.

Integration Testing Update

- Integration Testing is scheduled to begin April 9, 2013 and is a critical checkpoint of the PeopleSoft Project progress.
- Approach to testing will be more end-to-end processes (e.g. Hire to Fire) rather than module-specific.
  - Integration Testing will be more coordinated, with cross-module processes documented.
- UTShare and Campus PMs are currently focused on documenting end-to-end processes to test in Integration Testing.
- Project Team will be traveling to Sante Fe February 11-14 to review and define Integration Testing processes. A follow-up Sante Fe meeting is expected sometime in March.

Back-Office Staff Increases

- Because PeopleSoft system is less automated than DEFINE, additional staff will need to be hired to handle the increased manual load in the central processing areas.
- UTSA is in the process of hiring additional Back Office staff now so that they can be a part of Integration Testing.
- There is currently an RFP out (closing February 8th) for a FMS Consultant to help with supporting FMS modules in Integration Testing.
  - HCM currently has an HCM Consultant who has been a big help, especially during System Testing.

Challenges

- Time limitation is a challenge to accomplish all the tasks needed before PeopleSoft Go-Live date.
- There is extra effort required to manage a tight schedule with no slippage allowed.
- Incomplete modifications have downstream effects on deliverables such as testing, training, etc.
- If HCM conversion data pull in March is not clean, there will be challenges during Integration Testing.
- Loss of Project resources (huge impact):
  - Lost Jim Garrison who was a key OIT resource for interface development.
- Losing Fred Brito who was planned to assist with administration of EPM & Jim, leaving limited immediate alternatives.
- Having no interface resources is a huge challenge: Campus Internal interfaces must be developed before Go-Live date.

- Another challenge is that UTShare’s 35+ environments need to be updated with Oracle’s latest tools, which means Project Teams cannot perform their activities in these environments until the technical updates are completed.

- ARDC Staff Challenges:
  - Currently, ARDC Staff is not letting qualified PeopleSoft resources help from campuses to aid in development.
  - ARDC does not extend access to development tools, so UTSA is dependent on ARDC to resolve system problems.

### Questions/Answers

1. What are some examples of the ~20 identified campus interfaces?
   a. They are system interfaces, such as Parking, Digital Measures, Banner, MDM, LDAP, etc.

2. Which modifications aren’t developed?
   a. **FMS** – All modifications have been developed, yet the following are being verified for completeness:
      i. Prompt Payment; TINS modification/interface; Vendor information to Comptrollers; and USAS modification/interface.
   b. **HCM**
      i. Benefits Billing Payment Options, Encumbrance Program Calculation; Actuals Redistribution; Longevity and Hazardous Duty Calc v2.0; Check Print Modification; Summer Prepaid Benefits Payments; FICA/OASDI Process; PAF for Active Employees (UTSA); Termination & Payroll Voucher PAF; and Dynamic Role Assignment.

3. What is the modification that involves the accruals at end-of-year along with service date?
   a. VT2 FD126 – Prompt Payment. It is still being worked on.

4. When will we find out about cutover activities and how it impacts year-end for DEFINE processes?
   a. First draft of Cutover Plan is expected mid-April.

5. What is an example of Back Office staff?
   a. Central Processing Areas, such as Payroll.
   b. Front Office staffs are Department Administrators.

6. Will IR be included in Query development?
   a. Yes. PeopleSoft PMs are planning on inviting Brian Cordeau to help with IR Query development when development begins.

7. Will Queries be for Front Office and Back Office?
   a. Yes.

8. Will bank check validation be included in testing?
   a. Yes. Will also test rerouting checks to Arlington ARDC in case of UTSA System outage.

9. Will the quantity of people that use a particular report be taken into account when prioritizing Operational Reports rather than just focusing on volume?
   a. Yes. Reporting Team is waiting on converted data so that reports can be re-analyzed for prioritization.

10. Is Hyperion going to be implemented?

11. Is UTSA responsible for developing Operational Reports?
    a. Yes. Development will begin in February.

12. What is Banner PY?
    a. Banner to Payroll (OASI/FICA).

13. Are the monthly Statement of Account Reports included in report development?
    a. Yes. They are currently under review.