

**JANUARY**

**2023**

**CAB STATUS**

**REPORTS**

# Regulatory Updates: Tax & 1099 updates and year end reporting for W-2 and 1099 projects

## MONTHLY STATUS REPORT

Reporting Period	Prepared By	Current Status
December 19- January 19, 2023	Bruce/Chris	<b>On Track</b>

### Tax Update Project Schedule

Phase 1 Initiation and Planning	Phase 2 Development and Testing	Validation and Enhancements Development	Testing and Training	Go Live and Post Go Live Support	Closure
October 2022	November 2022 – December 2022	December 2022	December 2022 – January 2023	January 2023	W-2 - January 2023

### 1099 Project Schedule

Phase 1 Initiation and Planning	Phase 2 Development and Testing	Phase 3 Deployment GO Live	Phase 4 Monitoring and Maintenance	Phase 5 Project Close
<b>Complete</b> November 2022	<b>Complete</b> November 2022 December 2022	<b>Complete</b> December 2022	<b>On Track</b> December 2022	February 2023

### Accomplishments

- W-2
  - The necessary Tax Update (22-E) was tested and implemented in production before the winter break (12/21/2022)
  - The Accuwage file was submitted on 1/13/2023
- 1099
  - Phase 1 Initiation and Planning
  - Phase 2 Development and Testing
  - Phase 3 Deployment

### In Progress

- W-2
  - W-2 print file generation is underway (1/13/2023 to 1/23/2023, projected)
  - We identified and resolved an issue with the page count being off in the print files (1/17/2023)
- 1099
  - Awaiting final 2 districts (Warner Unified & Borrego) to complete 1099 processing.
  - File Submission to IRS

### Next Steps

- .W-2
  - Continue with W-2 print file generation
  - Complete printing (week of January 23)
  - Generate self-service W-2's (tentative date for this is 1/27/2023)

- 1099
  - Print 1099s
  - PS Support preps 1099s for mailing
  - Send 1099s to Districts

### ***Risks/Mitigation***

- 1099
  - Risk: Districts not submitting on 1099 deadline.
  - Mitigation: Direct communication with district.

# Recruiting Adoption and District Deployment Phase

## MONTHLY STATUS REPORT

Reporting Period

December 19- January 19, 2023

Prepared By

Reesa Fickett

Current Status

**On Track**

### Project Schedule

Planning/ Prep	Validation and Enhancements Development	Business Process Mapping	Testing and Training	Go Live and Post Go Live Support	Closure
<b>Complete</b>	<b>In Progress</b>	<b>In Progress</b>			
July – Aug 6 weeks	Oct - Jan 18 weeks	Jan-Feb 6 weeks	Jan-Mar 10 weeks	Mar-Apr 12 weeks	May-Jun 8 weeks

### Accomplishments

- Met with 15 districts to review the scope of the adoption and deployment phase and identified commitments from 9 districts with 6 districts opting out and 2 new districts joining the project.
- Third Stage Consulting conducted business process and change management consulting/training sessions:
  - Dec. 12-16: Business Process Mapping (BPM) (for our internal teams)
  - Jan 5-10: Change Management (for our internal teams)
  - Jan 12: BPM Training for Districts
  - Jan 13: Change Management Training for Districts

### In Progress

- Review of enhancement requests and fixes.
- Working individually with Solana Beach on their adoption (pre-onboarding items\_\_.
- Crafting a post-training survey to the districts.

### Next Steps

- Schedule 1:1 meeting with each District to begin mapping business processes and collection of information related to configuration and setup changes as well as their pain points, gaps, requirements, and usability issues.
- Meet with the 2 new districts to complete initial configuration.

### Risks/Mitigation

- Limited district participation in providing district current business process, meeting schedules commitment and UAT testing phase. We will need to coordinate with primary contacts in each district.
- Staffing changes at districts may require re-introduction to the project and additional training and support to get them up to speed. We will need to coordinate with primary contacts in each district.
- Districts may want customizations based on their own business process. We will be delivering a county-wide solution to best meet the needs of all districts.
- Changes to position management may impact more districts than just the Recruiting districts. More communication and training may be required.
- Districts may attempt to get other items outside of Recruiting resolved as part of this recruiting project. If a non-recruiting district brings forth an issue, we will have to conduct an analysis to determine if the issue is able to be resolved or is out of scope.



**INTEGRATED  
TECHNOLOGY  
SERVICES**

# Person of Interest Project

## MONTHLY STATUS REPORT

Reporting Period

December 19, 2023 – January 19, 2023

Prepared By

Steve/Shekhar

Current Status

**On Track**

### • *Project Schedule*

Planning Phase	System Configuration	System Integration Testing	User Acceptance Testing	Project Go Live Date	Project Closure
Complete Nov 2022	Complete Dec 2022	On Track Jan 2023	On Track Jan 2023	On Track Jan 30, 2023	March 15, 2023

### *Accomplishments*

- Created functional/technical design document HR101 to store personal and volunteer (job) details for the non-employees
- Prototyped and Tested the functionality using CWR (contingent worker) for non-employees
- Configuration of jobcodes is complete
- Added/updated custom code to separate business logic for employees and non-employees

### *In Progress*

- System testing is in progress

### *Next Steps*

- User acceptance testing

### *Risks/Mitigation*

- None at this time.

# PeopleSoft Security Audit

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

December 19- January 19, 2023

John/ Sally

**On Track**

### *Project Schedule*

Planning/ Prep	Business Process Mapping	Validation and Enhancements Development	Testing and Training	Go Live and Post Go Live Support	Closure

### *Accomplishments*

- Vista Unified agreed to participate in a guided PeopleSoft Security Audit

### *In Progress*

- Preparing for Presentation at the PeopleSoft Conference
- Identifying a small district to work with in a guided PeopleSoft Security Audit

### *Next Steps*

- .Present on March 8<sup>th</sup> at the PeopleSoft Conference

### *Risks/Mitigation*

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# Job Data Modernization

## MONTHLY STATUS REPORT

Reporting Period

December 19– January 19, 2023

Prepared By

Anthony Rodgers

Current Status

**On Track**

### • *Project Schedule*

Planning Phase	System Config	Unit / System Integration Testing	User Acceptance Testing (UAT)	Fixes / Config Updates	Training/ Final UAT	Project Go Live Date	Project Closure
Complete	Complete	Complete	Complete	Complete	On Track	On Track	
August 2022	September 2022	October 2022	Oct – Nov 2022	Nov – Dec 2022	January 2023	January 30, 2023	March 15, 2023

### *Accomplishments*

- Contacted District users regarding knowledge of Job Data Modernization, training preferences, user system testing and test system access, and scheduled demonstrations
- Completed District Payroll and Distribution for October in the test environment in conjunction with District 099 HR and Payroll staff
- Updated Job Data Modernization Project Page with demonstration videos
- Completed minor fixes and configuration updates based on user testing and feedback
- Reviewed and demonstrated customization, configuration and updated features with PeopleSoft Support and Operations Staff
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### *In Progress*

- Finalization of training documentation and videos
- Coordination and discussion of 60-day warranty process and procedures
- Planning of activities for production cut-over weekend
- Testing integration of recent tax updates in job modernization environment

### *Next Steps*

- Complete Virtual District User Training Scheduled for Friday, January 27<sup>th</sup> at 10AM
- Update current and new features training documentation
- Request district survey feedback regarding completion of project objectives and success criteria

### *Risks/Mitigation*

- Failure of integration testing / Reviewing failure points and apply updates as needed



- All four districts have been briefed on the UAT process, and materials (scripts) have been provided.
- Solana Beach will not be participating in the UAT process
- \*Adopting districts have been through UAT during the Wave I implementation. Thus, each adopting district has an opportunity to perform UAT again at their own discretion.
- Training
  - 12/13 - Training Session #1 – Intro and Overview for New PBCS Users - completed
  - 1/10: Training Session #2 – Getting Started completed

### **In Progress**

- **Configuration:**
- Configuration has paused until resources are available to continue the work.
- PBCS Environments
  - Rancho Santa Fe being migrated into QA and Production environments
- UAT
  - 1/16 - UAT begins through 2/10
- Training
  - 1/24 - Training Session #3 – Positions Part 1
  - 1/26 - Training Session #4 – Positions Part 2
  - 1/31 - Training Session #5 – Revenue and Expenses
  - 2/2 - Training Session #6 – Closing out the budget
- **Enhancement Requests:**

Enhancement Request	Status
INC0072184 Need option to change between fiscal years  <b>Requestor: Del Mar</b>	Innofin reviewed proof of concept with district. The district provided feedback. Back in development.
INC0074443 Salary Schedule Import  <b>Requestor: La Mesa / Spring Valley</b>	Internal SDCOE group review. SDCOE testing team to re-test based on internal group feedback
INC0072948 - P099-Medical Dental compensation element  <b>Requestor: SDCOE</b>	District, SDCOE, and Innofin to review setup instructions. District will determine if the setup will suffice.  *Innofin determined this can be accomplished through configuration. Does not need an enhancement.
INC0082849 – H&W Budgeting for Part Time employees  <b>Requestor: Carlsbad</b>	In development

<p>INC0073295 - Accommodate our PARS calculation</p> <p><b>Requestor: Poway</b></p>	In development
<p>INC0074565 - Exception Hourly Step Advance Calculation</p> <p><b>Requestor: Carlsbad</b></p>	In development
<p>INC0078871 - Report to be created that will show positions/employees that have multiple allocations to the same account string</p> <p><b>Requestor: Poway</b></p>	Ready for internal SDCOE testing
<p>INC0071256 - Department User Advanced need ability to enter Revenue</p> <p><b>Requestor: SDCOE</b></p>	Ready for internal SDCOE testing

### Next Steps

- District Signoff on Enhancement Requests
- Postproduction Support / Office Hours

### Risks/Mitigation

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Risk	Risk Trigger	Risk Response
ALL enhancement requests will not be ready developed/tested for go-live	Enhancement request still in development or testing by 12/16/2022	Determine if specific enhancement request is critical for users to determine if it will be included in production

Missing deliverables	ITS team members being less than 50% complete with deliverable 96 hours prior to due date	Engage Innofin for assistance with deliverables
Limited bandwidth for district stakeholders to commit to the project	District stakeholders being less than 50% complete with deliverable 96 hours prior to due date	Engage district's project lead with assistance with deliverables
Oracle system error	Receive Error Message	Research system error using all resources including Innofin and Oracle.
Configuring pods requires more maintenance efforts	Less than 50% of pods configured by 60 days of the due date	Prioritize pods based on pod (environment) purpose

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# Feedback Tools:

## Idea and Community Boards Software and Implementation

### MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

December 19- January 19, 2023

Uyen Quach

**On Track**

### *Project Schedule*

Research	Selection	Implementation	UAT and Training	Post Support	Closure
	1/16/2023 - 2/10/2023	3/1/2023 - 4/28/2023	4/3/2023 - 4/28/2023		

### *Accomplishments*

- Using trial accounts, App Dev team setup and tested idea/feedback boards in Invision Community, Aha! Idea, Userresponse, and IdeaNote.
- Created a vendor questionnaire and sent it to the 4 vendors (Invision Community, Aha! Idea, Userresponse, and IdeaNote)

### *In Progress*

- Creating software evaluation criteria

### *Next Steps*

- Schedule vendor demonstrations

### *Risks/Mitigation*

- None

# ESS Direct Deposit Transaction using multi factor technology

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

December 19- January 19, 2023

Bruce/Sai

**On Track**

### Project Schedule

Planning/ Prep	Business Process Mapping	Validation and Enhancements Development	Testing and Training	Go Live and Post Go Live Support	Closure
Jan 2023	Jan 2023	Jan 2023	Feb 2023	March 2023	March 2023

### Accomplishments

- Derived the requirements for the project and defined the primary objectives as below:
  - Enabled secondary Multi-factor Authentication (MFA) via text/call to access Employee Self Service (ESS) direct deposit banking screens.
  - Identify source for MFA contact information for employees within ESS.
  - Lockout direct deposit screen for 30 days upon any updates to the MFA contact information for employees.
  - Send email communications to employees for any changes to employee's contact or direct deposit information.
  - Turn on auditing for employees' contact information and direct deposit banking information within ESS.
  - Mask personal identifying information within ESS contact information and direct deposit screens.
- Designed solutions to accommodate the primary objectives of the project.
- Completed the project charter document.
- Presented charter document with project sponsor

### In Progress

- Development of the solutions as per the design to meet the project objectives.
- Draft the communication plan for the school districts on the upcoming changes to ESS direct deposit.
- Test various elements of the project.

### Next Steps

- Complete development and roll out for system testing.
- Completed testing with the project SMEs, identify bugs and provide resolutions.
- Provide cascaded communications to the school districts to allow them to understand and prepare for the changes being made for the employee ESS direct deposit functionality.
- Update training materials and job aids as needed.

### Risks/Mitigation

# Encumbrance Short Term

## MONTHLY STATUS REPORT

Reporting Period

December 19- January 19, 2023

Prepared By

Jeff Collum

Current Status

**On Track**

### *Project Schedule*

Planning/ Prep	Documenting	Initial Development	Dev & Testing Iterations	Go Live and Post Go Live Support	Closure
2-6-2017	2-28-2018	6-13-2019	1-31-2023	2-9-2023	

### *Accomplishments*

- Iteration 5 testing/validation completed
- Iteration 5 development work completed and migrated to test environment

### *In Progress*

- Iteration 6 testing/validation

### *Next Steps*

- Complete iteration 6 testing.
- Label iteration 6 as FINAL if no issues or development items found.

### *Risks/Mitigation*

- New issues and development time to resolve.

# AP\_ACH Project

## MONTHLY STATUS REPORT

Reporting Period

December 19-January 19, 2023

Prepared By

Rico Edillor/ Sai Sundar

Current Status

**On Track**

### Project Schedule

Planning Phase	System Configuration	System Integration Testing	User Acceptance Testing	Project Go Live	Project Closure
In Progress Dec – Feb 2023	March 2023	Apr 2023	June 2023	July 2023	Aug 2023

### Accomplishments

- Updated the project charter document
- Presented charter document with project sponsor
- Held meeting with core team to evaluate the electronic collection of supplier W9/TIN information
- Analyzed the supplier records for 15 school districts to identify potential duplicate suppliers as part of the supplier consolidation efforts to be undertaken as part of the project.

### In Progress

- Discovery and research to add collection of supplier W9/TIN information using supplier portal and eliminate manual collection and entry by District staff
- Review of existing supplier portal functionality with regards to eliminating W9/TIN requirement when registering for access to supplier portal

### Next Steps

- Map current process flow to assess the best way to accommodate the electronic collection of supplier W9/TIN information.
- Review process with Andy and decide the best approach for
  - existing suppliers with TIN record on file
  - Existing supplier with no TIN on file
  - Future suppliers
- Determine the methodology to work with the districts on consolidating potential duplicate suppliers based upon TIN numbers.
- Finalize scope of the project charter
- Update project activity document
- Get approval for project to move forward

## Risks/Mitigation

- The new requirement for collecting W9/TIN electronically will impact project timeline and go live date. Prioritize project activity so as not to heavily impact district's year-end activities.
- The current business process will have to change to accommodate the electronic collection of supplier W9/TIN information. Prepare a comprehensive change management plan to provide enough information to parties being affected.
- All training materials and job aids will require the addition of new functionality. Ensure to give the training team enough notice to incorporate changes before training is scheduled.



# PBCS Wave 3

## MONTHLY STATUS REPORT

Reporting Period

December 19- January 19, 2023

Prepared By

Wendyl Aban

Current Status

**On Track**

### *Project Schedule*

This project includes two distinct tracks comprising of configuration and enhancements.

#### Configuration:

- Creation of new environments for non-PBCS districts – Planning in process
- Includes establishment of pod structure, dimension, and security setup – Planning in process
- Includes training, support, and adoption.
- These environments will be ready should a non-PBCS district choose to implement the module.

#### Enhancements:

- Prioritize, develop, and test approved enhancement requests submitted by districts for review

Planning	Development	Testing	Closure
Enhancements	Started	Started	Not Started

#### Districts involved in Wave 3:

- New
  - Rancho Santa Fe
- Adopting
  - San Dieguito
  - Solana Beach
  - Ramona

### *Accomplishments*

- PBCS Environments
  - Rancho Santa Fe configured in development and sandbox environments
  - San Dieguito, Solana Beach, and Ramona have been implemented in all environments including production since Wave I
- UAT
  - All four districts have been briefed on the UAT process, and materials (scripts) have been provided.
  - Solana Beach will not be participating in the UAT process
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- Training
  - 12/13 - Training Session #1 – Intro and Overview for New PBCS Users - completed
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### ***In Progress***

- **Configuration:**
- PBCS Environments
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