

# Customer Advisory Board

## Status Reports

### May 2024

# AP/ACH - Wave II

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Christopher/Sai

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/ <i>Development</i>	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
2023-Jun	Jan-Jun	Apr-Jul	Jul-Aug	Aug	Sep

### Accomplishments

- Enhance supplier portal to ensure the system is secure and user-friendly.
- Completed prototype on the design of the supplier user account registration process. The following enhancements are planned for this project.
  - Enhanced supplier MFA registration and/or supplier ACH banking process.
  - Supplier Self-Service functionality to support digital attachments which allows submission of W9 form.
  - Supplier Self-Service functionality to support and control duplicate supplier records by providing the Tax ID Numbers (TIN) match requirement upon registration.
  - Mandate tax ID Numbers (TIN) for all Supplier records to support ACH supplier registration and control duplicate supplier records.
- Supplier clean-up process
  - Queries for No Activity, Duplicates and TINs are completed and are in the process of being vetted.
- Held weekly sync up sessions to ensure that progress is being made on both the system enhancements developed and the vendor clean-up process.

### In Progress

- Continue to work on the design and ensure completion of all requirements needed for the supplier enhancement.
- Focus on designing a secure supplier portal to ensure that the banking information being provided is protected.
- Update and develop functional specifications documents and the list of deliverables for project.
- Continuing to work on development of the new enhancements as per the specifications and design.
- Supplier clean-up process final vetting of clean up queries before introducing to additional districts.

### Next Steps

- Update system design based on feedback from the project sponsor and functional system review. Complete the design of the supplier portal and get the approvals of the project sponsors.
- Complete development of the enhancements as per the design specs.
- Conduct system testing on new development items.
- Perform regression testing as needed.

- Supplier clean-up process introduction to PeopleSoft Support.

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

- Change Management and System Adoption for Supplier Portal Onboarding and Supplier Updates (e.g., IRS TIN, Form W9 and banking information). As part of the project, support will be provided to aid the change management and adoption.

# Chula Vista Finance Implementation

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Christopher/Andy

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Post Support Project Closure
Completed	Completed	~90%tile	In Progress	01 July	September

### Accomplishments

- Unit/Integration testing (99%)
- First week of User Acceptance Testing
- Configuration migration scripts
- Development – Revised Travel & Expense Approval
- FY 2024 Revenue Budgets Loaded/Posted
- Development – Req Loader Component Interface (CRT)
- First Train the Trainer Sessions – Purchasing Requisitions
- Site Training Dates/Times

### In Progress

- Security and Config Updates from UAT (Requestors, Inventory, Receiving)
- GL Workflow – error and approval criteria
- Commitment Control – Budget Override authority
- Travel & Expense Workflow/Enhancements
- Requisition Loader CI

### Next Steps

- Complete UAT
- Complete Train the Trainer
- Schedule DO Training
- Discuss June AP Accruals
- Discuss Asset Management Integration (AP/PO)

### Risks/Mitigation

- New school opening 7/2024 – impacts to project/timeline
- Requisitions for 7/2024 – Interface from Business Plus to PeopleSoft
- Expense fixes

# Chula Vista Payroll Adjustments Foundational Audit Work

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Bruce/Steve

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
In Progress	In Progress	In Progress	In Progress	June 2024	June 2024

### Project

- CalPers Audit required 6 years of payroll adjustments to be made for existing and retired employees.
- Negotiated change updated in system to support required changes required by CalPers (Salary Schedules, Additional Pay, Longevity, and MCOP)
- Updated the retirement CalPERS interface file and automated manual changes to system for reporting adjustments.
- Automated payroll adjustments for Chula Vista payline uploads for June 2023, July 2023, August 2023, September 2023, January 2024, May 2024, and June 2024 (7 updated payroll loads).
- Decoupled all the pay components from base salary steps

### Accomplishments

- Tested, uploaded and processed all payline uploads for May 2024.
- Implemented changes to PERS payroll and XML file programs to improve data integrity and processing performance.

### In Progress

- Final payline uploads are expected in June 2024.
- Plans to test these uploads are underway.

### Next Steps

- Test the latest payline uploads.
- Complete final payline upload and submission to PERS and finalize this entire CV PERS audit project.

### Risks/Mitigation

- No current risks identified or pending.

# Correct History Foundational Work

## MONTHLY STATUS REPORT

Reporting Period

May 2024 (on going)

Prepared By

Sally Morton

Current Status

**Delayed**

### *Accomplishments*

- Chula Vista, Human Resource, completed self-paced training, and working sessions with PeopleSoft Support for processing correct history updates in real time and assessing readiness to take responsibility for these changes.
  - Working sessions went very well and demonstrated readiness to take over responsibility

### *In Progress*

- Self-paced training for resources at Alpine, and La Mesa Spring Valley (LMSV)
  - Alpine and LMSV training is on hold due to a high volume of priority work. **District resources expect to begin the training after June payroll processing is complete**
- Obtaining signoff on PeopleSoft HCM Correct History Authorization Form for Chula Vista to take over responsibility for Human Resource correct history changes

### *Next Steps*

- Working sessions with Alpine and LMSV for processing correct history updates in real time and assess readiness to take responsibility for these changes.
- Complete correct history ticket analysis for Alpine and schedule review meeting
- Obtain the signed PeopleSoft HCM Correct History Authorization Form for Chula Vista and celebrate completion
- Identify the next district to train, and take over HCM correct history responsibility

### *Risks/Mitigation*

- District staff turnover and large volume of work continue to delay the rollout of correct history to more districts. The search will continue to find districts with staff who have the time and experience to learn about correct history and take on the responsibilities.

# Encryption & Secure FTP Development Foundational Work

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Tatiana/Taryn

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure

### Accomplishments

- Encryption for TALX interface is live in Production and working as expected.
- Development for Data for Districts encryption is completed.

### In Progress

- Unit and QA Testing

### Next Steps

- User acceptance testing with district(s); demo/training for districts unfamiliar with encryption.

### Risks/Mitigation

Existing third-party integrations with vendors consuming data from SFTP server will be affected. We'll need to communicate with districts in advance to give them time to work with their vendors on modifications to existing integration.

# IAM Project

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

May 2024

Sai Sundar

**On Track**

### Project Schedule

Planning/ Prep	System Design Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
<b>In Progress</b> Mar 2023- June 2024	<b>In Progress</b> Mar 2023-July 2024	TBD	TBD	TBD	TBD

### Project Overview

- Select product, capabilities, and good pricing for IAM solution
- Develop and Design a Proof of Concept
  - POC – F5 SAML Solution
  - POC – Intra Solution with proxy agent within PeopleSoft hosting environment
- Implement IAM solution for districts with Single Sign-on (SSO) and MFA for PeopleSoft

### Accomplishments

- Microsoft Entra ID Identity Access Management (IAM) implementation partner, JourneyTEAM.
  - Have discussions around the Microsoft IAM product capabilities.
  - Derive high level architecture of the IAM model to SSO into PeopleSoft.
  - Understand the Microsoft Entra ID application proxy solution for PeopleSoft SSO.
  - Review and approve the scope of work for the proof of concept (POC) project.
- Microsoft Entra ID Proof-Of-Concept project.
  - Kick started the proof of concept (POC) project with Microsoft Entra ID.
  - Project would be led by JourneyTEAM.
  - Work with the Cherry Road team to build a virtual machine server to host the Microsoft Entra ID application proxy agent.
  - Started working through the various components of the IAM model for PeopleSoft SSO.

### In Progress

- Microsoft Entra ID Proof-Of-Concept project.
  - Continue performing the activities related to the proof-of-concept project with the JourneyTEAM.
  - Work with Cherry Road in completing the PeopleSoft related tasks.
  - Work with JourneyTEAM to try and architect the PeopleSoft user life-cycle process with Microsoft Entra ID as the identity provider on a federated guest tenant model.
  - Understand and document the steps completed as part of the POC.



### ***Next Steps***

- Complete the JourneyTEAM POC.
- Provide feedback to the project sponsors on the findings from the POC.
- Identify the right identity provider so SSO/MFA solutions can be designed for PeopleSoft.
- Derive an identity landscape of various PeopleSoft users.
- Work through the design and development of PeopleSoft SSO and MFA.

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

- None.

# Masking SSN & TIN Foundational Security Work

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Sharon/Rahm

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/ <i>Development</i>	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
<b>Complete</b>	<b>Complete</b>	<b>Complete</b>	<b>Complete</b>	<b>May 2024</b>	<b>May 2024</b>

### Project

- Implemented Masking Security of Tax Identification Number – Printed Forms for mailing via US mail
- Implemented Masking Security of Tax Identification Number – Program change for creating online PDF and/or printed PDF form.

### Accomplishments

- Masked Tax Identification Numbers - IDs on 1099's, W2's and W2c forms.
- Identified Oracle patch required to correct a bug that caused commas in amount fields on W2c forms in wage fields.
- Tested form 1099.
- Tested W2 and W2c processes and PDF print files.
- Completed the project and moved to Production May 2024.
- Set National ID masking option for W2 and W2c.

### In Progress

- Payroll Services is now proceeding to utilize W2c in production
- W2c's are now filed electronically to stay compliant with IRS regulation.

### Next Steps

- Working with Payroll Services group to ensure both W2 and W2c processing do not encounter any issues.

### Risks/Mitigation

- Does not mask National ID on previously generated W2 and 1099 PDF forms.

# PBCS 2023 OCI Migration

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Jeff Collum

Current Status

**Complete**

### Project Schedule

Research	Migration & Testing	UAT & Final Migration	Redwood Theme	New Environments & Config District	Closure
<b>Complete</b> April - May	<b>Complete</b> May - August	<b>Complete</b> August - September	<b>Complete</b> October - November	<b>Complete</b> October - May	<b>Complete</b> May

### Accomplishments

1. Cloned Group 5 DEV to Sandbox epm20.
2. Configured NR for Group 5 Sandbox epm20.
3. Updated Nav Flows with new reports in epm20 Group 5 Sandbox.
4. Cloned Group 6 DEV to Sandbox epm21.
5. Configured NR for Group 6 Sandbox epm21.
6. Updated Nav Flows with new reports in epm21 Group 6 Sandbox.
7. Confirmed automated integrations for Groups 5 and 6 Sandbox.
8. Cloned Group 5 Sandbox to Production epm23.
9. Configured NR for Group 5 Production epm23.
10. Updated Nav Flows with new reports in epm23 Group 5 Production.
11. Cloned Group 6 Sandbox to Production epm24.
12. Configured NR for Group 6 Production epm24.
13. Updated Nav Flows with new reports in epm24 Group 6 Production.
14. Confirmed automated integrations for Groups 5 and 6 Production.
15. Completed Role Group security for Groups 4, 5 and 6 Support environments.
16. Created Incidents for 2 Future tasks on project, moving them off the project.
17. Validated the artifact backup and data export for groups 4, 5 and 6 Production.
18. Applied solution for Salary Plan issue not showing in HR Extract to all environments.
19. Collected Lessons Learned from the project team.
20. Scheduled a meeting with team to discuss future district adoptions.
21. Met with support and operations teams to discuss future district adoptions.
22. Completed the project final report presentation document.
23. Scheduled the final presentation for 5-20-2024 at 2pm.
24. Presented the project final report on 5-20-2024 at 2pm.

### In Progress

1. n/a, project is closed

### Next Steps

1. n/a, project is closed

Forms 2.0 functionality from Oracle was made available in December, too late to include it in this project. This project ends in February following a busy training schedule. Following that, districts will be active in PBCS developing their FY25 budgets. Changing functionality by with Forms 2.0 during budget development will be too disruptive. Forms 2.0 can be implemented following the FY25 budget development cycle.

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

1. The risk of cloning errors.
  - a. Will be mitigated by working with Oracle to resolve the issues.
2. Project team members being pulled to work on non-related Production issues.
  - a. Will be mitigated by reducing the testing timeline and effort, so the Go Live deadline is met.
  - b. Will be mitigated by pushing the timeline out beyond February.
3. Unexpected and undocumented (Oracle documents) configuration changes based on our configuration. This is specific to Narrative Reporting connections to our various PBCS environments.
  - a. Will be mitigated by working with InnoFin and Oracle to confirm what needs to be configured as well as adjusting the testing timeline and deployment plan but keeping the Go Live deadline.
4. Additional user role maintenance. Oracle OCI has role level security per environment rather than security per user in Classic. Maintaining user roles with current config has increased.
  - a. Will be mitigated by reviewing config change suggested by InnoFin.

# Recruiting Adoption & District Deployment

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

May 2024

Anthony/Rama

**On Track**

### Project Schedule

Planning/ Prep	Business Process Mapping with districts	Review and build future state business processes	Training and Testing	Post Support & Deployment	Closure
Complete	Complete	In Progress	Completed	In Progress	September 2024

### Accomplishments:

- Providing Grossmont Union High School District post system support on Recruiting module.
- Providing support to a couple of districts for PeopleSoft Recruiting and business process overview to assist in determining adoption of recruiting module.
- Completed the following tasks as part of the support effort:
  - Responding to issues and enhancement items to ensure a good user experience.
  - Conducted a business process overview on PeopleSoft Recruiting to assist in the Recruiting adoption process for Solana Beach.
  - Conducted demo and completed a process overview to Chula Vista's Recruiting team.
  - Conducted demo for San Diego Unified District.

### In Progress:

- Currently assisting Grossmont's team with post support and deployment for Recruiting module.
- Training and knowledge transfer to hiring managers and HR team members for Grossmont.
- Gathering a list and developing enhancements to improve user experience
- Creating a checklist and template to implement Recruiting for future districts based on district feedback.

### Next Steps:

- Continue to support and provide knowledge transfer and training to the districts.
- Create and provide a training strategy for interested districts.
- Create and provide a project plan for interested districts
- Meet with interested districts to follow up and plan for their Recruiting adoption.

### Risks/Mitigation:

Risk	Risk Mitigation
<p>Limited district participation in providing district current business process, meeting schedules Delays in the project implementation due to resource availability with La Mesa.</p>	<p>Project leadership to communicate with stakeholders prior to implementation and get a commitment on the resources and timelines to avoid delays in its adoption.</p>
<p>Districts may want customizations based on their own business process.</p>	<p>Communicate with stakeholders prior to kicking off on things that can be configured/changed and the things that cannot be changed, due to the system being set up for other districts.</p>
<p>Some tasks require manual steps to be carried outside of PeopleSoft.</p>	<p>Due to limitations with EdJoin API, certain tasks need to be carried out manually. These will need to be clearly detailed prior to the implementation</p>
<p>Ownership of the application post go-live can be overwhelming.</p>	<p>This is an HR application and as such, HR teams within the districts will be responsible to conduct change management and be available to take questions and provide basic support on the use of the application, post go-live. Project team will work with each district's team to lay out the plan and responsibilities before and during the implementation.</p>

# Retirement and Reporting Foundational Work

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

May 2024

Steve/Rahm

**On Track**

### *Project Schedule*

Planning/ Prep	System Configurations/ <i>Development</i>	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
March 2024	In Progress	In Progress	In Progress	TBD	TBD

### *Accomplishments*

- PERS Data Review page was enhanced, which provided additional flexibility and search attributes, functionality, and performance improvements.

### *In Progress*

- PERS Interface modifications to improve data accuracy, performance and stability.
- STRS Interface modifications to improve data accuracy, performance and stability.

### *Next Steps*

- Work with retirement team on replicating existing issues in non-Prod for replication for testing purposes.
- Roll out various enhancements once tested rather than all changes at once, allowing for periodic improvements.

### *Risks/Mitigation*

- None identified

# Retro Report Foundational Work

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Sharon/Sally

Current Status

**On Track**

### Project Schedule

Planning/ Prep	System Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
<b>Complete</b>	<b>Complete</b>	<b>Complete</b>	<b>Complete</b>	<b>Complete</b>	<b>Complete</b>

### Accomplishments

- Completed UAT testing
- Met with developers to review and fix issues identified during UAT testing
- Completed Retro Pay Report Job Aide.
- Obtained Change Control Board approval and migrated to production on 2/27/24.
- Sent announcement to districts with instructions on how to use the report with link to the Retro Pay Report Job Aide
- Followed up with districts for feedback and received very positive responses:
  - From Oceanside: "You have found your new spokesperson. Using the new Retro Report was amazing! I was able to do this retro in a timely manner for the entire district at the same time, but also with confidence that it is correctly done. It definitely saves time not having to calc out the base pay for the EE's with MCOP's. This new retro report helped in so many ways"

### In Progress

- Continuing to follow up with districts (Post Support) for feedback on Retro Pay Report and Job Aide
  - There have been no suggested improvements or issues reported by the districts to date.
  - Good feedback has been received for districts that have used the retro report.

### Next Steps

- Review district feedback for suggested improvements or reporting issues

### Risks/Mitigation

- No identified risks currently.



# TLS Planning

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

May 2024

Melissa/Wendyl

**On Track**

### Project Schedule

Planning, Discovery Preparation	Determine Requirements, Current State	Review and build future state business processes	Training and Testing	Deployment	Post Support & Closure
In Progress					

#### • *Project Overview*

- Improve time, leave, and absence management processes in system to automate and leverage delivered system functionality.
- Implement Time, Leave, and Absence Management modules, including most current PUM versions and technology.
- Implements a new Substitution Management solution that fully integrates with PeopleSoft's modules.
- Implement standard Integration process for districts that utilize a third-party system for time, leave, and absences – to automate processes and calculations for determining payroll.

#### • *Project Planning*

- Planning is in process for the scope and project schedule
  - Current State & Requirements
  - System Environment and System Functionality
  - Design and Feedback
  - Build and Develop
  - Testing Cycles (Unit, QA, System, Integration, Parallel)
  - UAT
  - Training
  - Deployment and Cutover
  - Post Support

### Accomplishments

- First CAB Exploratory Subcommittee meeting took place on 05/22/2024
- Second CAB Exploratory Subcommittee meeting planning for 06/10/2024
- Review of District Collective Bargaining Agreements – 100% completed for collection

## *In Progress*

- Collection of Current State and Requirements Document: - In progress

## *Next Steps*

- Hold Second CAB Exploratory Subcommittee meeting on 6/10/2024
- Initial communication for project with Superintendents - Planning
- Continue to plan and prepare for the project.

## *Risks/Mitigation*

<b>Risk</b>	<b>Risk Mitigation</b>
Slow or Low District Interest or Adoption	District Education and business processing mapping; provide proof of concept
Configuration of federal, state, and local time, labor and absence compliance regulations	District and union education and acceptance of compliance standards and liability risks
Management and troubleshooting of hardware and middleware integration into Peoplesoft	Establish and test management strategy with district and internal SDCOE team
Districts have resource and/or time constraints to commit to the project	Specify commitment levels; Plan and Schedule Meetings

# Summer Months Training Foundational Work

## MONTHLY STATUS REPORT

Reporting Period

Prepared By

Current Status

May 21, 2024

Barbara Thiss

**Completed**

### Project Schedule

Planning/ Prep	System Configurations/Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure

### Accomplishments

Summer Months and Short Work Break Training was completed by the PeopleSoft Support HCM Team Tuesday May 21, 2024. This is an annual training that helps the HR and Payroll staff at the districts work with entries for the 10-month and 11-month employees.

130 people registered. 62 people attended from 19 districts.

This training covered:

- What is Short Work Break (SBW) and when does it go into effect
- How to set up 10-month and 11-month employees so they do not get paid during the summer
- When changes can be made to employees on SWB
- Queries to use to audit additional pay overrides and verifying benefit deductions are suspended
- Reminders on:
  - Holiday Schedule updates for 2024-25
  - 2024-25 Absence Management Leave Requirements
  - 2024 Vacation Payouts (VPO)
  - Salary Step Advancements

Presentation materials available to share with your team:

- [Summer Months and SWB Presentation.pdf](#) (05/21/24)
- [Summer Months and Short Work Break Webinar Video](#) (05/21/24, 1:03:43)
- [Summer Months and SWB Guide.pdf](#)
- [SWB Cheat Sheet.pdf](#) (05/02/23, v2.0)

For questions or additional help, please submit a [Service Now ticket](#) and the PeopleSoft Team will reach out and help.

# Sweetwater Finance Integration

## MONTHLY STATUS REPORT

Reporting Period

May 2024

Prepared By

Christopher Waite

Current Status

**Delayed**

### *Project Schedule*

Planning/ Prep	System Configurations / Development	System Integration & Testing	User Acceptance Testing	Project Go Live	Project Closure
Completed	Completed	Completed	Completed	Completed	TBD

### *Accomplishments*

- Issues for General Ledger and Commitment Control Journals resolved

### *In Progress*

- Processing 2024 General Ledger and Commitment Control Journals

### *Next Steps*

- Sweetwater is in the process of completing the 2024 Journals
- Hand-off scheduling of journals to CloudServices and PeopleSoft Support

### *Risks/Mitigation*

- General Ledger Reconciliation – Fund/Resource