

# Financial System Leadership Group Meeting Minutes

March 8, 2010

Attendees: George Anderson, Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Mike Glisson, Margie Hattenbach, Karin Livingston, Keith Martin, Theresa Meneley, Carla Ponzio, Val Walden

## HR Journals and ARRA Reporting

Carla Ponzio offered to move up end-of-month payroll processing dates to allow individuals more time to complete monthly reporting for the American Recovery and Reinvestment Act (ARRA), some of which are due on the 5<sup>th</sup> each month. The last bi-weekly pay period in March will be handled as follows:

March 30 – Last day of bi-weekly pay period

March 31 (Noon) - Timesheets are due to Payroll

April 1 (by about 9 PM) - Payroll will finish entering and finalizing all timesheets

April 2 – Finance will post HR journals, including UCI/WCI journals, and run the process to update HR reports (Labor Distribution, etc.)

Tracey Shipper or Catherine Chan will send an email to the following people when the HR reports have been updated:

UH: David Ellis, Karin Livingston

UHD: Theresa Meneley, Jackie Supensky

UHCL: Cathy Bye, Jean Carr, and Usha Matthews

UHV: June Nelson

Payroll will try to finalize the last bi-weekly pay period of the month on the following dates for the remainder of FY10: April 30, May 28, June 28, July 26, and August 30.

## Upgrade to 9.0

Keith Martin discussed a proposed schedule for upgrading the Finance application from 8.4 to 9.0 with the upgrade projected to occur in March 2011. Near-term tasks include:

March 15 – June 7, 2010: DBA performs an initial upgrade pass

March 15 – May 17, 2010: Functional and technical group representatives (Mike Glisson, Mike Chang, Catherine Chan, and perhaps others) will review PeopleSoft release notes for upgrading to 9.0 and a high-level list of UHS modifications to determine if any new features in 9.0 will eliminate the need for applying some of the UHS modifications.

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Catherine Chan discussed some features in 9.1 (released in November 2009), which might be helpful to us. We will look at the 9.1 documentation to determine if it would be beneficial to upgrade from 9.0 to 9.1 immediately following and in the same upgrade window as the 8.4 to 9.0 upgrade. There is not a direct path to upgrade from 8.4 to 9.1. Therefore, it would be a two-step upgrade: (1) 8.4 to 9.0 and (2) 9.0 to 9.1.

## CSR List

Mike Chang distributed a list of current Customer Service Requests (CSRs), which are primarily Finance System changes and corrections requested by the functional group.

## Ideas and Insights from Alliance Conference

Catherine Chan and Mike Chang attended the Alliance Conference. Catherine found that 9.1 has some interesting features that might be helpful to users, which we are going to look at. Mike learned some useful technical information.