



Volume 1, Issue 20
February 2010

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The CORE Flyer



The Newsletter of the CORE Oklahoma

General News

Inside This Issue....

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Newsletter – and the future

The Newsletter will be published bi-monthly on the CORE website under a link called CORE Updates. We also have created a new notification group that we encourage our users to subscribe to in order to receive news notifications.

Please subscribe to the CORE Updates listserv to view the next Newsletter. Click the following link and check the Core Updates box, enter your name and e-mail twice and click submit to be notified each time an update is made available.

CORE LINK: <http://www.ok.gov/triton/modules/oknotify/index.php?id=65>

Let us know what you think. Send comments and suggestions to core.updates@osf.ok.gov.

Updates Since last Flyer

The CORE Executive Board document and the Partners Meeting have been posted to the CORE Website.

CORE Website Link: <http://www.ok.gov/OSF/CORE/index.html>

The January Financials Advisory Group Meeting has been posted to the CORE website. →

Completed Projects

Deposit/Transfer Revision

The training for all agencies was completed for the new Deposit/Transfer in January 2010. Over 500 users were trained. The team would like to give a shout out to the following trainers for their dedication and extraordinary effort: Terri Hanner – Office State Finance, Michelle Harrison – Tax Commission, Mary Keltch – Corrections, Pam Leuty – Corrections, Jennie Pratt – Office State Finance, Jennifer Treadwell – Transportation, and Suzen Rodesney – Department of Mines. All future training will be provided by the State Treasurer's Office. →

Agencies Go-Live on Bi-Weekly Payroll

The Department of Transportation (ODOT) and the Oklahoma Security Commission (OESC) to bi-weekly payroll in January 2010. A lot of lessons were learned about what to expect and how to make the process to Bi-Weekly payrolls clearer and easier for future conversions. A huge thank you to the HR and Payroll staff from each of these agencies for their dedication and attention to detail. The Office of Personnel Management (OPM) also went live on bi-weekly payrolls in February 2010.

Stay up-to-date with
CORE Oklahoma
Activities on the
website:

<http://www.ok.gov/OSF/CORE/>
and the

CORE Calendar at:

http://www.ok.gov/triton/modules/calendar/calendar.php?calendar_seq=6

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CORE Projects

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Completed Projects, (cont.)

Dept. Transportation Live on Leave System

ODOT went live on the PeopleSoft Leave System in January. This implementation will eliminate a legacy system as well as double entry and reconciliation of two (2) different systems.

Dept. Transportation Change in Time and Labor Process

ODOT also changed the way they are reporting time in the system. They are reporting all time not just exception time in the PeopleSoft Time and Labor System. This is in preparation for changes that will need to be made in order for them to use the Financials Phase II modules in the future.

Project Updates

Item Maintenance Overview Sessions

The initial Phase of the Item Maintenance project was completed in January. The PeopleSoft applications used by the State of Oklahoma must be integrated in several areas: Procurement, Contracts, Inventory, and Assets. In particular, the "Item Master" data is stored in many modules. The item maintenance functionality will make it easier for the state to manage/update large volumes of items in an efficient manner.

The Integrated Item Maintenance Solution is a configurable module that maintains the look and feel of PeopleSoft. It can be used to stage and then update items based on over 300 fields within the item tables, as the information is available or needed. Some of the more common fields include: category code, family code, buyer, cost profile, vendor, price, description, serial control, manufacturer, asset profile, inspection code, and tolerance. In short, this is a powerful tool to help manage the items in the PeopleSoft system.

Asset Management

The Asset Management Project will focus on the conversion of agency data to the PeopleSoft Asset Management module. Assets over the allowable threshold will be loaded. The time line for the implementation of the pilot agencies is March, 2010. A roll out for the remaining state agencies will be forthcoming.



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CORE Projects

Project Updates, (cont.)

American Recovery & Reinvestment Act, (ARRA)

The State of Oklahoma has completed its second reporting period for the American Recovery and Reinvestment Act (ARRA). To meet reporting requirements, each agency submits its award information to the State's central repository and from there, the data is reported to the federal website. For the reporting period ending 12/31/2009, forty-one agencies reported over 350 ARRA awards totaling:

Total Award Amount:	\$1,506,084,755
ARRA Expenditures:	\$569,296,234
Jobs Funded:	6,709

It is important to note that all amounts are reported on a cumulative basis (February 2009 through the end of the current reporting period - 12/31/2009) while jobs funded are reported for the current quarter only (10/01/2009 - 12/31/2009).

Commitment Accounting

At this point, the Commitment Accounting Team has implemented 56 agencies, (Group A, B, C, and D), and by June 2010 all agencies will have been implemented. This process has been working smoothly and the training and hands-on payroll processing has ensured success. As the team says in the Kick Off meeting, "Commitment Accounting is all about the funding". Each agency attends a Kick-Off Meeting clarifying the process and the agency's responsibilities. A Question and Answer session is scheduled as a follow up. Training is provided before go-live and the payroll processor comes to the CORE office to complete the first main, supplemental and off-cycle payrolls to ensure all issues are resolved and the transition proceeds smoothly.

Dept. of Transportation Go-Live on Contracts

The Department of Transportation is preparing to go-live on the Contract module. The initial contracts are long-term financing leases for billing counties for equipment purchases. The contracts have been converted from Transportations' legacy system for fixed fee customer contracts. The process will become streamlined. Currently ODOT enters the contract information into two (2) separate systems and reconciles the systems each month. With the PeopleSoft Contracts module, only one (1) entry into the contract system will be required. ODOT will use the same system to invoice, record the revenue, accept payment, etc.

ODOT is looking forward to the new system.

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CORE Projects

Project Updates, (cont.)

Employee Self Service

The Employee Self Service application allows each employee to view his or hers paycheck and other personal data 24/7. Seventy-five agencies have gone live or committed to a go-live date and we currently have over 21,000 employees possessing the capability to view their paycheck on line. HB 1111 requires agencies to commit to a go-live date, before June 30, 2010. The CORE team has built tools to help the agencies implement this application with a PowerPoint and Manual located on the CORE website. We have also developed communications to send to the employees as well as FAQ's that are provided when the agency commits to a go-live date.

As of March 1, 2010, the users will be able to reset their own password in Employee Self Service. Look for the revised manual on the web. Call Jeanie Robards for additional information, 405 522-1780. CORE website: <http://www.ok.gov/OSF/CORE/HCM/index.html>

Time & Labor Employee/Manager Self Service

The Time and Labor Self Service project is a web based application that provides on-line entry, review and approval of employees' time. The implementation will be a phased approach. The Office of State Finance will go live on Time and Labor Employee/Manager Self Service March 2010.

The benefits of the Manager Self-Service functionality include the following:

- Managers can electronically review, add, update, and approve time information for their direct reports.
- Due to their proximity to their direct reports, managers are in a better position to validate time, and catch time reporting errors during the current pay cycle. This can reduce prior-period adjustments.
- Managers can ensure that employees report their time in a manner, and during a timeframe, that is consistent with agency policy.
- If a manager is not physically in the office, the Self-Service tool is available on the Web. Review and approval of time can be done from any location that has Web access.
- Electronic approval can reduce the need for paper timesheets →

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