



Volume 1, Issue 22
June 2010

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The CORE Flyer



The Newsletter of the CORE Oklahoma

General News

Inside This Issue....

- o Updates since last Flyer
- o Completed Projects
- o Project Updates

Updates Since last Flyer

The CORE Executive Board document and the Financial Advisory Board Meeting have been posted to the CORE website.

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

Completed Projects

Grants/Projects/Contracts/Accounts Receivable/Billing/T&L Implementation for OK Employment Security Commission

Yes we have an agency live on these Phase II modules! The OK Employment Security Commission, (OESC) went live on several of the Phase II modules May 17th, 2010. In order to facilitate the transition, OESC went live on bi-weekly payrolls earlier this year.

OESC is replacing its Cost Accounting System with a new, totally integrated Grants suite, which includes the Projects and Contracts modules. OESC is also using the Billing and Accounts Receivable module to improve cash flow. The result allows OESC to easily enter new Federal and State grants, track their costs in great detail, and to draw cash from their sponsors as often as desired.

The integration of the bi-weekly payroll system with the Project module is a first for the state and a great challenge to all involved. The results of this integration mean that the timely tracking of information from payroll leads to the timely and accurate reporting of costs to the various State and Federal sponsors.

Though the software is designed to work seamlessly through all the modules, it was the excellent design of how to use the software that made all of these modules work to achieve the desired results. This implementation was successful because of the tireless effort of the OESC staff, the OESC management and of the CORE staff that assisted this agency throughout the months before go-live. Congratulations to all. →

Commitment Accounting

As of May 16, 2010, all state agencies (120) fund payrolls using the PeopleSoft Commitment Accounting delivered functionality. The Commitment Accounting Team would like to **thank** all of the Payroll and Human Resource Managers for their hard work, open minds and willingness to learn Commitment Accounting. The conversion to Commitment Accounting was a success due to the agency's attention to detail and efforts. Thank You. The CORE group would like to recognize the Department of Corrections and the Department of Human Services. They are the two largest agencies by headcount and when the conversions were performed each had only 1 error to be corrected. →

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.)

HCM Functionality Enhancements

The HCM Team has been working to enhance the HCM system functionality. The Department of Transportation, (ODOT), required additional functionality and partnered with the CORE HCM Team in an effort to retire the agency HR system and provide additional functionality to state agencies.

- 1) Detail Assignments – when employees are put on a Detail or Temporary Assignment, tracking was difficult. Solution: Use the Expected Job End date to identify the anticipated end-of-assignment and a new query was also added to help in tracking.
- 2) Leave Tracking – Tracking FMLA and Leave types. Solution: Additional Action/Reason combinations were created: Supplemented Sick w/o Pay, Disability w/o Pay, FMLA. Also the Data Change leave actions (L12 & L13) were moved to Paid Leave action.
- 3) Transfers out of Agency – Employees who transfer out are no longer visible in the HCM system. Solution: A statewide employee view was created so agencies can see limited information on any state employee.
- 4) Budgeted Positions – Identify budgeted positions. Solution: A field on Position Data called Budgeted Position which defaults to yes was used. The non-budgeted positions were updated.
- 5) Market Pay Rates – ODOT conducts salary surveys and bases employee compensation on the survey results. For each Job Code ODOT maintains Hiring rate, Authorized rate and Pay Band max rate. Solution: A configurable matrix was designed and a custom load process was created to update the rates. Another matrix was created to identify specific Job Codes which have exception rates. Other agencies can use this functionality but it will require set up and testing by the agency.
- 6) Unclassified Salary Bands – ODOT maintains salary bands for unclassified employees. Solution: A new salary plan (345U) was created. It is a manual process for ODOT to update the Salary Plan and Grade on the Salary Plan Tab of Job.
- 7) Reporting – Position Management was not able to generate reports on the agency's organizational structure. Solution: Used the location field on Job and Position to reflect where the employee/position falls in the Table of Organization. Set up Tree Manager to create the hierarchy and relationships of the locations for reporting. Other agencies can use this functionality but it will require set up and testing by the agency.
- 8) Inventory of Reports – Additional reports were required. Nineteen new reports and 21 new queries were developed. Several of these can be used by all agencies.
- 9) Manager Access – Field offices currently print reports from their legacy system. Solution: PeopleSoft Distribution and Report Manager functionality were implemented so HR can run reports, but data owners can be notified via e-mail and access the report.
- 10) Security Badges – Agencies can now track several types of employee badges. This is not the printing of badges but the tracking of badge numbers.
- 11) Employee Photos – Agencies can upload photos to attach to employee record. ➔



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CORE Projects

Completed Projects, (cont.)

Employee Self Service, (ESS)

The ESS application allows each employee to view his or hers paycheck and other personal data 24/7 and (125) agencies will have gone live by the end of June. This represents 31,590 employees having access to PeopleSoft ESS.

OSF has released new features for ESS. One new feature allows the employees to reset their own passwords in Employee Self Service. This feature can only be used if the employee has answered the validation question. Additionally, ESS now allows the employee to view his/her leave statements online, (for those agencies utilizing the PeopleSoft Time and Leave System). A future feature will be Comp Time History. For instructions on how to use these new features, look for the revised manual on the CORE website.

CORE link: <http://www.ok.gov/OSF/CORE/HCM/index.html> →

Project Updates

Inventory Go-Live

The Department of Mental Health and Substance Abuse Services, (DMHSAS) has begun the process of converting its Inventory data into the PeopleSoft Inventory module. DMHSAS has six (6) warehouses and about 2500 lines of inventory to convert. The go-live date is scheduled for July 2010.

The Department of Transportation is also planning to use the PeopleSoft Inventory module. ODOT will begin using Inventory when they go live with the other Phase II modules. →

AP Workflow

AP Workflow allows agencies to route vouchers for online approval utilizing the functionality in AP Workflow. It will also provide agencies more control over submitting vouchers for payment through the use of voucher Control Groups.

The AP Workflow Team is currently conducting user acceptance testing with our two (2) pilot agencies; Oil and Gas Compact Commission and Office of Personnel Management. The agencies are looking forward to utilizing the new functionality. We are on schedule for Go Live July 6, 2010 with the pilot agencies. →

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CORE Projects

Project Updates, (cont.)

Higher Ed Implementation

Work has begun on the conversion of Higher Ed institutions to the PeopleSoft HCM system. At this time, payroll for Higher Ed institutions is still being processed on the legacy Payroll Accounting System. The conversion to PeopleSoft will allow the Higher Ed institutions to continue interfacing data to the state's central system but will consolidate all payroll processing on the PeopleSoft platform and allow OSF to retire the legacy system. The University of Oklahoma has agreed to be the pilot agency.



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