



Volume 1, Issue 19
December 2009

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The CORE Flyer



The Newsletter of the CORE Oklahoma

General News

Inside This Issue....

- Newsletter and the future
- Updates since last Flyer
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Newsletter – and the future

The Newsletter will be published on a bi-monthly basis 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 December CORE Executive Board and Financials Advisory Group Meeting in January will also be posted to the CORE website. ➔

Completed Projects

Accounts Receivable/Billing Accelerated

The CORE Team completed the Accounts Receivable/Billing Accelerated project October 31, 2009. Currently, the Office of State Finance and the Department of Transportation utilize these applications.

American Recovery & Reinvestment Act, (ARRA)

In February 2009 President Obama and the U.S. Congress approved the American Recovery and Reinvestment Act (ARRA). The landmark measure includes targeted tax relief and significant investments in such vital areas as education, transportation, healthcare, science and technology and energy-efficiency. The legislation also requires mandatory quarterly reporting for all entities that receive the ARRA money with the first required reporting due in October 2009.

The state of Oklahoma is targeted to receive approximately \$2.6 billion dollars over the next two (2) years. The state has chosen a central reporting model where agencies that receive ARRA money will report to the central repository and then the information will be uploaded from the state's central system to the federal website. The implementation of a central data repository will allow the state to collect the data, perform high-level edits to insure consistency among the agencies and then allow the state to report to the federal Web site as well as the state's own transparency website. The ARRA Project has been completed. The state of Oklahoma was been recognized as having the fewest percentage of changes for the October reporting period. ➔

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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Phased Project Updates

Commitment Accounting

The Commitment Accounting Team have implemented 24 agencies, (Group A and B), and in January 2010 will implement an additional 14 agencies (Group C). This process is working smoothly with the agencies receiving the training and direction required to be successful. As the team says in the Kick Off meeting, "Commitment Accounting is all about the funding:.. Each group attends a Kick-Off Meeting clarifying the process and the agency's responsibilities. A Question and Answer meeting is scheduled as a follow up. Training is provided before go-live and the payroll processor comes to CORE to complete the first main, supplemental and off-cycle payrolls to ensure all questions are answered.
➔

Employee Self Service

Employee Self Service application allows the employee to view their paycheck and other personal data 24/7. Demonstrations have been provided the past four months and at this time and 36 agencies are currently live on Employee Self Service and 16 agencies committed to a go-live date. 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 stated in the last "Flyer", all agencies must make this service available to their employees by June 30th 2010. The CORE group can not be able to complete this project if to many agencies wait till the last minute so please sign up soon. Call Jeanie Robards for additional information, 522-1780. CORE website:
<http://www.ok.gov/OSF/CORE/HCM/index.html> ➔

Upcoming Projects

Deposit/Transfer Entry Training Go-Live

The CORE Team is offering COR121 Deposit/Transfer Entry courses in January for the go-live date of January 15, 2010. All current deposit or transfer users must attend the course. Agency users call your agency's Nominating Official to enroll. Higher Ed users, call Lyndsey Rowden 405 522-1700 to enroll or e-mail lyndsey.rowden@osf.ok.gov.



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CORE Projects

Upcoming Projects, (cont.)

Bi-Weekly Payroll Processing

Currently, our payroll is based on anticipatory work time. In other words, the payroll is generated before you have completed all work time during that pay period. It is for this reason that many agencies have a policy that requires a minimum leave balance. Anticipatory payroll also creates difficulties if you go into leave without pay status as an overpayment is created which affects your subsequent paycheck(s).

While the bi-weekly conversion does solve these difficulties, it does have a drawback during the initial conversion period. Due to the transition from monthly to bi-weekly, a full two (2) weeks will lapse after the initial pay period to make sure the payroll is correct. In essence, during the first month on Bi-Weekly, the employee is paid for only two (2) weeks and the next check is received two (2) weeks later and then every two (2) weeks after that the employee receives a regular paycheck.

However, during the recent legislative session, the Legislature passed HB 1111 to provide a solution for this problem. The legislation directs state agencies to create an employee payroll conversion bank to provide a one-time payment to an employee for the gap in payroll payments created by the conversion to the new system. The banking provision allows employees to build up a reserve of up to 80 hours of leave and/or compensatory time that can be paid at one time to assist with income flow. The legislation requires that an employee shall have six months to bank/accumulate leave and compensatory time before the go-live date. The employee will be able to bank compensatory time, annual leave, and up to 40 hours of sick leave during this six month period.

OSF and the HCM Team have conducted meetings with agencies that have expressed an interest in conversion to a bi-weekly payroll. The following agencies will be converting to bi-weekly payroll processing.

January 2010

Department of Transportation (also converting to Time and Labor System)
OK Employment Security Commission

February 2010

Office of Personnel Management →

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CORE Projects

Upcoming Projects, (cont.)

Manager Self Service

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

The benefits of the Manager Self-Service functionality to the State 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 →

Integrated Item Maintenance

The State of Oklahoma seeks to utilize additional PeopleSoft Enterprise applications. These applications include new functionality in the areas of: Procurement, Contracts, Inventory Management, and Assets. To utilize this new functionality, the creation of new "Item Master" data is needed. For example:

- Procurement needs contracts, purchase orders, and bids to be maintained at the item level in order to effectively perform these functions
- Asset Management requires purchases to be flagged appropriately in order to process the transactions correctly. The use of items will significantly facilitate correct asset processing
- Inventory Management requires unique items Id's and specific vendor relationships to maintain stock quantities, costing, and replenishments

The State currently has tens of thousands of items and expects this count to grow dramatically over the next several years as more agencies adopt additional PeopleSoft Enterprise applications. Normally the level of effort required to standardize, validate and maintain this data is overwhelming and requires plenty of functional and technical resources.

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CORE Projects

Upcoming Projects, (cont.)

The Integrated Item Maintenance Solution provides users the ability to process large amounts of data with minimal to no intervention by technical staff. The new system and solution will allow for data validation and the creation of or changes to items in a timely, effective, and cost efficient manner. Currently, the project is in the data cleansing phase. During this phase, the project team will review current data, inactivate duplicate or bad data, and collect and load missing item information so that the State will have an accurate and concise item database.

All agencies currently using procurement requisitions, purchase orders, and contracts will benefit from the Item Maintenance project. Also, all agencies will be able to procure within the Asset module. Inventory management will initially be used by the Department of Transportation.

The Integrated Item Maintenance will go live February 2010.

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