
Foothill-De Anza Community College District
Consulting Summary – November 4 – 6, 2009

Account Information	
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Objectives

Objectives for this on-site:

- Continue customization efforts: creating specs, testing of data, finalization
- Work with the HR Team / HR Technical Support with outstanding questions
- Meet with FHDA staff on specific topics
 - Shift differential document – training document
 - Payroll reconciliation and tax reporting
 - Payroll conversion

All of the above objectives were successfully met.

Progress Report**Accomplishments****Customizations:**

- Worked with Pradeep Bokka (SunGard Higher Education) to develop detailed specifications for FHDA customizations
- Delivered the specification document and script for the *Leave Balance Associated with F4 NBAJOBS Records = script PZPLTRS*; this script included several tasks/specification required by FHDA
 - For terminated F4 job assignments move the “primary” contract type to an active job assignment
 - Checking and unchecking the “accrue leave” box on the general job block in the job assignment (NBAJOBS)
 - Moving available leave balance from the terminated job assignment to an active F4 job assignment
- Reviewed shift differential document and revised (see additional information below)
- Reviewed additional requirements for STRS conversion script
 - After reviewing the results of the script processing and the payroll test, FHDA realized that the original needs requirement that they submitted to SunGard Higher Education was not

- complete; they submitted an updated document; this will require rewriting the original specification document and the script to include these new requirements
- I completed an initial rewrite of the specification document and will send this to Pradeep for his review; we will work together to update the script, test it and submit it to FHDA
- Verified information with FHDA staff on specific customizations
 - Training documentation (originally shift differential document)
 - Re-employment preference
 - Part-time faculty step placement

Meetings with FHDA Staff

- **Shift differential document (with Henry):** This was a discussion concerning the shift differential document that was delivered on October 30th. What FHDA is really looking for is a document that can be used for training purposes and a job aid on how to use different types of earnings codes and not specifically for shift differential. Shift differential was just an example of how two methods of calculating pay and how earnings codes can be used. The document should include the following:
 - A document that explains the difference between using an earning code that pays as a flat amount and a earning code that is paid based on premium earnings (a percentage of pay)
 - How to set up the jobs records for each of these examples
 - How the financial tracking will occur for these types of earnings and/or jobs records
 - Examples of both type of earnings methodology
 - Current list of FHDA earn codes that pay using each of these methodologies
 - Current definition of job suffixes that will be used to pay the flat amount payments
 - This document is not intended as a technical specification for conversion purposes
 - Per the discussion, TESTHRS will be used samples
 - As discussed, this is a working document and as FHDA rule codes and business processes change, this document will need to be updated.

(Based on the outcome of a meeting on Thursday afternoon, the original Shift Differential document will be amended to include the flat amount shift differential as a single job assignment with a specific suffix and additional explanation of entry into NBAPUBD for budget tracking – this updated document was delivered to FHDA on Friday morning)

- **Meeting with Payroll (Rhoda, Nancy & Beijing):** The primary reason for this meeting was to go over payroll reconciliation tasks and tax reporting requirements. Accomplishments at this session were:
 - Reviewed and discussed in detail how to use the reconciliation spreadsheet; suggested ways for FHDA to customize the spreadsheets for their own use; i.e., add a tab for other than California state tax reporting
 - Joining the SunGard Higher Education list serves: reviewed the www.sungardhe.com web site and how to enroll in the list serves – i.e., BANNOUNCE, BHUMRES
 - Discussion on monitoring the list serves for tax update announcements
 - Discussion of set of tasks that encompass finalizing payroll – review of suspense accounts to insure they are empty, etc.
 - Discussion of reports that will be needed at go live – for example; a report that will compare the permanent address state to the deduction code for that states income tax, unemployment and workers compensation; the group expressed a desire to work with the consultant to learn how to do this
 - Discussion of scheduling another session where the FHDA staff can actually take a completed payroll and perform the reconciliation tasks with the consultant; this will be scheduled for the week of 11/16.
 - Discussion of student employee's with tax treaty recognition; these do not appear to be set up in TESTHRS; there needs to be some information gathering to accomplish this

- How many student have treaty recognition
- What countries needs to be set up (treaty country)
- Can this be converted from PLUS or does this need to be a manual effort after conversion
- Deductions needs to be set up and tested ASAP
- Earned Income Credit needs to set up even if there is no one at FHDA that has requested EIC – it is a Federally mandated program and needs to be available in case someone does request it
- Discussion of validating converted employee name and social security number records using the Social Security Administrations downloadable software – per the web site referenced here (<http://www.ssa.gov/employer/accuwage/index.html>)
- **Meeting on Conversion Issues (Scottie, Beijing, Rhoda, Kim, Chris, Nancy, Henry, Joe, Deb, Chein):** This meeting was to discuss issues that were found in the sampling of the latest conversion from PLUS to Banner as a result of the payroll that was processed
 - Scottie and Beijing created a document for this team to review that listed each of the issues that was discovered from a sampling of converted employees (153 of 2123)
 - The team looked at each issue and either plotted a course of action or assigned it to a sub-set for further investigation.

Miscellaneous

- Answered questions concerning FLAC; reviewed some of the functionality that FLAC provides
- Reviewed the issue with an employee having two primary job assignments
 - The conversion is bringing in several records for a number of employees, particularly part-time faculty – these positions begin and end and the primary association begins and ends. The way the CTool is bringing in the data does not allow for an end date to be entered the way that entry to the form allows it – this is what is causing the issue. Pradeep will work with Henry next week (11/9) to fix this.
- The STRS calculation is not producing the expected results; this was testing a special earnings code and also affecting how vacation was being represented; this was investigated and the finding is that the deduction type of 80 is not performing as expected; this was submitted to customer support center – the contact number is SR 1-515506921; this will be monitored for a prompt response
- Responded to data conversion questions
 - There was an issue with a deduction not showing in an employee's record; walked through the process for troubleshooting deduction; looked at PTRBDCA, looked at PTRBCAT (benefit category), employee record – the deduction code was not in the BCAT
 - The deduction amount did not appear to be the one that was in PTRBDCA; there were old dated records in PTRBDCA and based on the effective date of the deduction in PDAEDN, the old rate was appearing. Corrected the rates in PTRBDCA for the old records
- Responded to questions about building EPAFs

Action Items and/or Assignments for SunGard Higher Education				
Date Assigned	Description	Owner	Critical Date for Completion	Status
11/4/2009	Update the Shift Differential document	Cyd Hawkins	11/6/2009	Complete
11/4/2009	Additional document for us of earning code types - - training document	Cyd Hawkins	11/13/2009 (unless prioritized)	New

Action Items and/or Assignments for SunGard Higher Education				
Date Assigned	Description	Owner	Critical Date for Completion	Status
			lower)	
11/5/2009	Schedule a training session with payroll for payroll reconciliation & report design	Cyd Hawkins	11/17/2009	New
11/5/2009	Configure database (TST8 or TESTHRS) so that tax reports can be run & used for payroll reconciliation	Cyd Hawkins	11/17/2009	New
10/28/2009	Part Time Faculty (F4) step increase procedure/routine	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by FHDA	On-Going
10/28/2009	Re-Employment Preference	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by FHDA	On-Going
10/28/2009	Student class load verification for student employees – interim solution prior to student go live	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by FHDA	On-Going
10/28/2009	Faculty employees information required for contracts – extract data; table/file format required	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by FHDA	On-Going
10/01/2009	Leave taken hours reported for payroll purposes versus default hours in electronic timesheets	Cyd Hawkins & Pradeep Bokka	10/29/2009	Complete – sent by separate cover
10/01/2009/	Leave balances moved for F4 accrued leaves	Cyd Hawkins & Pradeep Bokka	11/5/2009	Complete – send by separate cover
10/01/2009	Payroll to Financial Aid interface	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by FHDA	On-Going

Status: New, Open, Completed, Cancelled, Deferred

Action Items and/or Assignments for Foothill - De Anza Community College District				
Date Assigned	Description	Owner	Critical Date for Completion	Status
11/5/2009	Review & download AccuWage from the Social Security Administration Web Site	HR Team / HR Techs	12/1/2009	New

Action Items and/or Assignments for Foothill - De Anza Community College District				
Date Assigned	Description	Owner	Critical Date for Completion	Status
	for submission to verify name and SSN			
10/5/2009	Treaty student employees; analysis and Banner set up	HR Team	11/30/2009	New
10/28/2009	Prioritization of Part Time Faculty (F4) step increase specifications/routine	HR Team	11/06/2009; prioritization did not happen	On-gong
10/28/2009	Prioritization of Re-Employment Preference specifications/routine	HR Team	11/06/2009; prioritization did not happen	On-going
10/28/2009	Student class load verification for student employees – interim solution prior to student go live specifications/routine	HR Team	11/06/2009; specification not delivered	On-going
10/28/2009	Faculty employees information required for contracts – extract data; table/file format required specifications / routine; provide the table/file format to SunGard Higher Education	HR Technical Team	01/04/2010 (Must be clarified by FHDA due to conflicting prioritization)	On-going
10/28/2009	Two primary position for a single employee – conversion issue to be resolved	HR Technical Team	11/06/2009; Pradeep will work with technical team week of 11/9 to solve this issue	On-going

Attached Documents