
Foothill-De Anza Community College District
Consulting Summary – November 10 – 12, 2009

Account Information	
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SunGard Higher Education	Deb Treacy	Project Manager

Objectives

Objectives for this on-site:

- Conduct a training session for payroll adjustment.
- Participate in a training session for student employment
- Continue customization efforts: creating specs, testing of data, finalization
- Work with the HR Team / HR Technical Support with outstanding questions

All of the above objectives were successfully met.

Progress Report**Accomplishments****Payroll Adjustment Training (Tuesday, November 10th):**

- Reviewed the form that is used for performing pay adjustments (PHAADJT); defined the use of each field in the form and how they might be used differently depending on the adjustments that needs to be executed
 - Scenarios for voiding a check or direct deposit: Employee shouldn't be paid; class cancelled; direct deposit failed, etc; performed a void
 - Altering a labor distribution for a single pay event: The audience for this training does not perform redistributions; redistributions are completed in Finance
 - Generating a manual check: Paying an employee where the paper work was slow to arrive in Human Resources; additional pay (overtime) was not received by payroll in a timely manner
 - Reissuing a pay event: check destroyed, direct deposit failed
 - Demonstrated how to calculate a net to gross pay event; recognition award, etc.
- Hands on work session so that the team at the training could get experience using PHAADJT; answered questions as the team worked through the form
- Emphasized the need to practice using PHAADJT; it is a form that requires a lot of actions and it will only become comfortable after using it

Discussion of the custom processes that have been developed (leave portability – PZPLTRS and leaves versus default hours – PZPLHRS – and how they will fit into the baseline Banner payroll process (custom checklist embedded in this trip report). After the current parallel is completed, a test payroll needs to be processed with the custom scripts as a part of the process.

Student Employment Training (Wednesday, November 11th):

- Reviewed the functionality of specific financial aid screens and how they pertain to the information that is required for work study student employees
 - RJASEAR: position number and suffix – must match what is set up in HR on the NBAJOBS form
 - RJAPLBD: placement form; where an student employee is placed – position associated with placement (NBAPOSN from HR); need to be set up
 - RJASERF: referral form (optional)
 - RJASEME: manually adjust the payroll amounts; payroll adjustments DO NOT feed to Financial Aid; only the original pay event feeds to Financial Aid (both positive and negative amounts can be entered here)
 - RJISEWH: Query of student earnings
- Reviewed baseline Banner supporting reports:
 - RJRAUTH: Authorization report
 - RJRPAYE: People who worked but were not authorized; paid out of the work study fund
 - RJRSEEC: Hours worked report; can separate by fund code for each campus
 - RJRDPRR: Monitor student earnings by department; can be run by individual department
- Additional reporting requirements (to be analyzed and developed by FHDA):
 - Reports needed in the interim between the period when HR goes live and when Financial Aid goes live; information from Banner payroll so that FinAid can enter the data manually into PLUS; a need to know how to do this
 - Reports that are required after Banner Financial Aid goes live; on-going reports
- Minimum Banner Financial Aid set-up: RJASER needs to be set up; RJRLOAD needs to be run to bring payroll gross dollars into Financial Aid
- Demonstrated and performed tasks required to hire a student employee; set up web time entry requirements, benefit/deductions
- The Financial Aid office will not set up direct deposits for student employees, but will direct the student employee to self service to set up their own direct deposit record
- Walked through the office procedure document that the FHDA Financial Aid Team has created to make sure that all the steps have been accurately represented; modified the document as required; answered questions as they arose

Customizations:

- STRS conversion scripts: After reviewing the data from the delivered script, FHDA discovered that there was missing information from the original specification document that was delivered to SunGard Higher Education. A rewrite of the specification document and the scripts are underway. The specification delivered to SunGard Higher Education is under its third revision based on additional information provided by FHDA.
- PZPLTRS: This custom process has been tested with a select group of employees in a special payroll run; the test sample was created by the HR Team; Pradeep Bokka ran the custom process and the HR Team verified the data. The next step is to run this with a larger sample; the HR Team has selected a larger group. After payroll 2009-01-10 comparison payroll is completed, the HR Team will modify the records for the sample group to match the scenarios that are to be tested and 2009-01-11 will be processed with Henry Ly running the custom processes; the sample group's records will then be verified by the HR Team. The scenarios to be tested are:
 - Employees with ONLY F4 assignments: the primary assignment from 2009-01-10 will be terminated
 - Employees with a primary assignment that is NOT an F4 assignment, but has at least two F4 assignments designated as "overload" assignments; one of the F4 assignment has the

- “accrue leave” box checked on the base job record (NBAJOBS) in the 2009-01-10 payroll; this assignment will be terminated for the 2009-01-11 payroll
 - Employees that have a primary assignment in payroll 2009-01-10; this assignment will be terminated for the 2009-01-11 payroll and a new primary assignment will be active for the payroll 2009-01-11
 - Employees with a primary assignment that is NOT an F4 assignment, but has one F4 assignment designated as “overload” assignment; the one F4 assignment has the “accrue leave” box checked on the base job record (NBAJOBS) in the 2009-01-10 payroll; this assignment will be terminated for the 2009-01-11 payroll
 - PZPLHRS: This custom process will review the exception hours entered into either the Banner self service or Liquid Office applications and will be interfaced into the Banner payroll. This has been tested, but requires a test in the larger payroll environment. The HR Team has selected a sample group to test this new functionality. Once the payroll 2009-01-10 is completed, the HR Team will enter data into PHAMTIM for testing this process that will fulfill the following scenarios:
 - Employees that enter time via Banner self service that exceed the default hours in their jobs and payroll records
 - Employees that enter time via Liquid Office that exceed the default hours in their jobs and payroll records
 - Employees that enter time via Banner self service that does not exceed the default hours in their jobs and payroll records
 - Employees that enter time via Liquid Office that does not exceed the default hours in their jobs and payroll records
 - Employees that enter time via Banner self service that is exactly the number of default hours in their jobs and payroll records
 - Employees that enter time via Liquid Office that is exactly the number of default hours in their jobs and payroll records.
- Once these records have been enter Henry Ly will run the custom process and the HR/Payroll Team will verify that the script has performance as designed.
- Additional conversation and initial design information was collected for the custom process for re-employment preference; the initial script will be tested next week.
 - Identified a customization that needs to occur when FHDA begins to use FLAC. FLAC moves the faculty compensation into the NBAJOBS record at a step 0 and this is what is portrayed in self service. FHDA would like the appropriate step to appear in NBAJOBS so that it is portrayed with the step in self service. This has not been prioritized by FHDA.

Miscellaneous

- The STRS calculation is not producing the expected results--this was discovered through testing a special earnings code and was also affecting how vacation was being represented. Upon further investigation it was determined that the deduction type of 80 is not performing as expected. The issue was submitted to the Customer Support Center – the original service request number was SR 1-515506921 and has been updated to SR-1-51578590 with an escalation to a status of 1-critical issue with the CSC; this will be monitored for a prompt response. Customer Support has responded -
 - Customer Support Center response regarding the PERS deduction and applicable gross is that the system is treating it as designed. PERS is a baseline function and to have a change brought about, FHDA can open an RPE and request that the PERS deduction type allow for a negative earn code.
 - The Customer Support Center recommended using the replace on PDAEDN for the PERS deduction to process correctly. In the add/replace section on PDAEDN you can enter in the correct applicable gross and the deduction is correct.
 - Jeff Greer is working on another solution and after his testing will present the alternative to FHDA.

- Requested to meet with Student Team and HR Team to review questions concerning FLAC and discussion of responsibility and functionality. The agenda follows
 - Faculty Type, Faculty Compensation Level, Position Number, Suffix (Div Office)
 - Course Assignment Sequence/Process (when Fac is not in HR)(Division Office) Communication. . . Class cancel added etc. “How do we know?” etc.
 - Non-teaching assignments FLAC
 - Concurrent Section Report
 - PTRFLCT for contracts...background info needs to be created as well as text for letter.
 - After roll over work on EPAF to take care of changes; when will EPAFs be available to use; what will be used as an interim?
 - Large class size / concurrent section. . set in SI (communication)
- One of the issues that arose is the single database processing model. The team would like to have hands on training, not just demonstrations. This would be difficult to accomplish/achieve as long as the HR implementation team uses TESTHRS and the student implementation team uses TST8.
- Based on the items on the agenda, a business process needs to be developed to answer the questions and establish responsibility and procedure.
- Worked with the HR Team on various questions:
 - Entering and tracking retiree benefits
 - Navigation and field information in baseline Banner
 - Using the forms

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	12/30/2009 (unless prioritized lower)	On-going
11/5/2009	Schedule a training session with payroll for payroll reconciliation & report design	Cyd Hawkins	11/17/2009 Scheduled for 11/18/2009	Complete
11/5/2009	Configure database (TST8 or TESTHRS) so that tax reports can be run & used for payroll reconciliation	Cyd Hawkins	11/17/2009	On-Going
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	Cyd Hawkins & Pradeep Bokka	Prioritization not identified by	On-Going

Action Items and/or Assignments for SunGard Higher Education				
Date Assigned	Description	Owner	Critical Date for Completion	Status
	solution prior to student go live		FHDA	
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
11/13/2009	Identify reports needed for the interim between when Banner payroll is live and when Financial Aid goes live	Financial Aid Team	11/30/2009	On-going
11/5/2009	Review & download AccuWage from the Social Security Administration Web Site for submission to verify name and SSN	HR Team / HR Techs	12/1/2009	On-going
10/5/2009	Treaty student employees; analysis and Banner set up	HR Team	11/30/2009	On-going
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	HR Team	11/06/2009; specification not delivered	On-going

Action Items and/or Assignments for Foothill - De Anza Community College District

Date Assigned	Description	Owner	Critical Date for Completion	Status
	solution prior to student go live specifications/routine			
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



Custom Payroll
checklist.doc