FHDA – FACULTY LEAVE AND SUBSTITUTE PAY PROJECT SCHEDULE

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Location:
D260 (meeting)
D270 (testing)
[Address]

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Key objective of this project:

Automate the current paper process of faculty leave reporting and substitute pay process. Faculty will be able to report their leaves on line and designated the substitute during their leave hours, System will integrate Banner faculty schedule to allow faculty to pick the leave hours and flow the information into Banner payroll system.

Red: Project meeting date

Green: project development, demo, testing schedule

October 2, 2012 – project code review
October 16, 2012 – demo to senior administrators
Oct 29 - Nov 1, 2012 – FH PE division testing
November 13,14 – Dean and administrative staff testing (Foothill)
November 15,16 – Dean and administrative staff testing (De Anza)
December, 2012 – internal test schedule (TBD)
February, 2013 – FH pilot division go live (TBD)
March, 2013 – DA pilot division go live (TBD)
April 22, 2013 – Go Live

Project completion – February 28, 2013
Roll out to campus – April 22, 2013

SEP 2012

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DEC 2012

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MAY 2013

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JUN 2013