

# Applied Learning Project Payroll Reporting

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# What are You doing to simplify IT?



# Simplifying IT

## Reasons Driving IT Complexity

- Innovation
- Demands of Customers
  - High Availability
  - Simplifying User Experience
  - Increased Competition
- Increased Integration of Data across Applications

## Benefits of Simplifying IT

- IT Staff Productivity
- Reduced Infrastructure Cost
- End User Productivity
- Reduced Downtime

# Applied Learning Project – Payroll Reporting

Legacy Portal application is planned to be decommissioned. One predecessor requirement is to determine alternative solution for providing access to payroll reports to Campus Payroll Staff.

Project resources include Central Office Payroll Manager, Business Analyst, Development and Database Administrator and Campus Payroll Staff

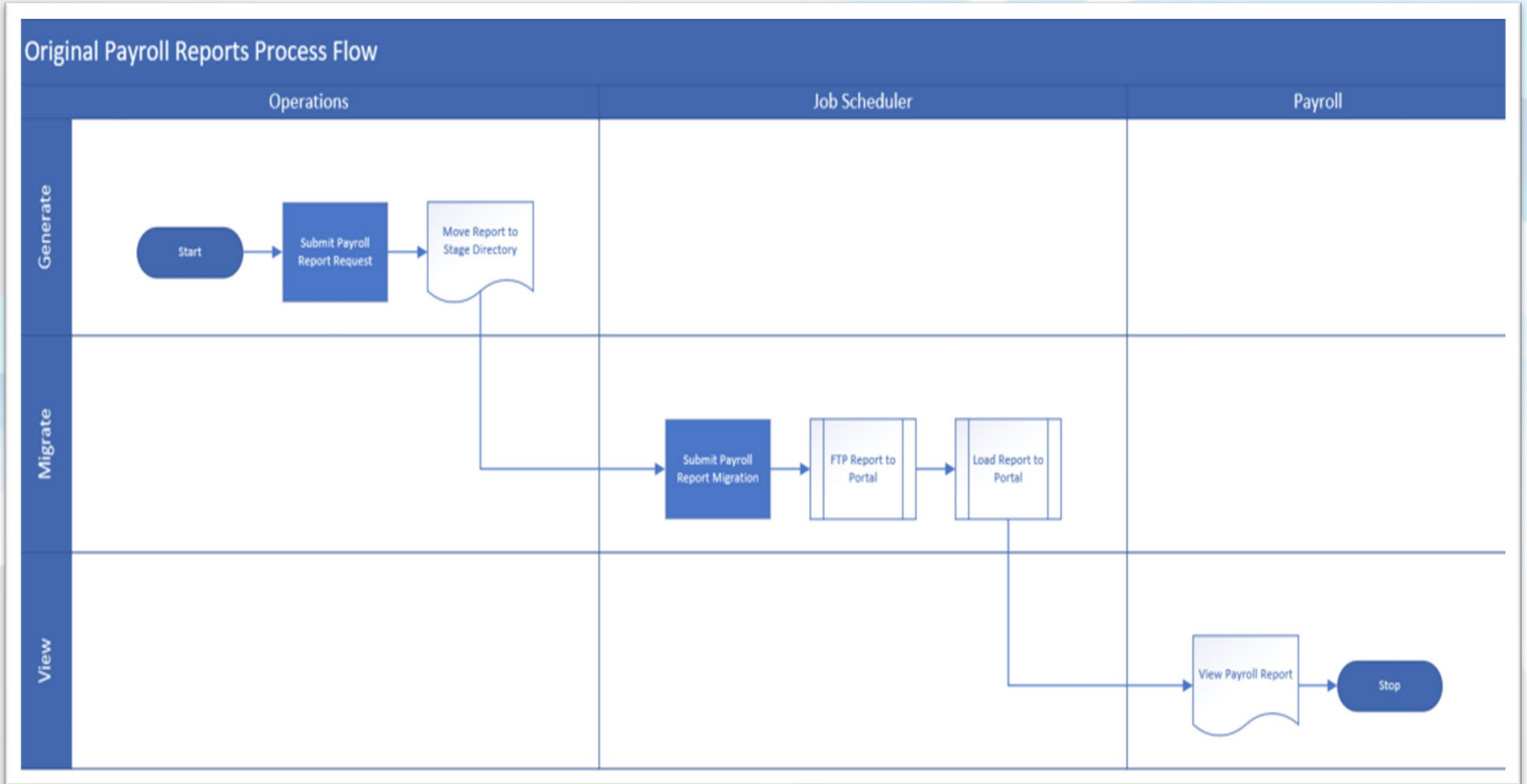
- Access must be restricted to authorized users by Campus
- Process must accommodate future and historical reports
- Reports must continue to be generated during payroll processing by Central Office Operations Staff

# Applied Learning Project – Payroll Reporting

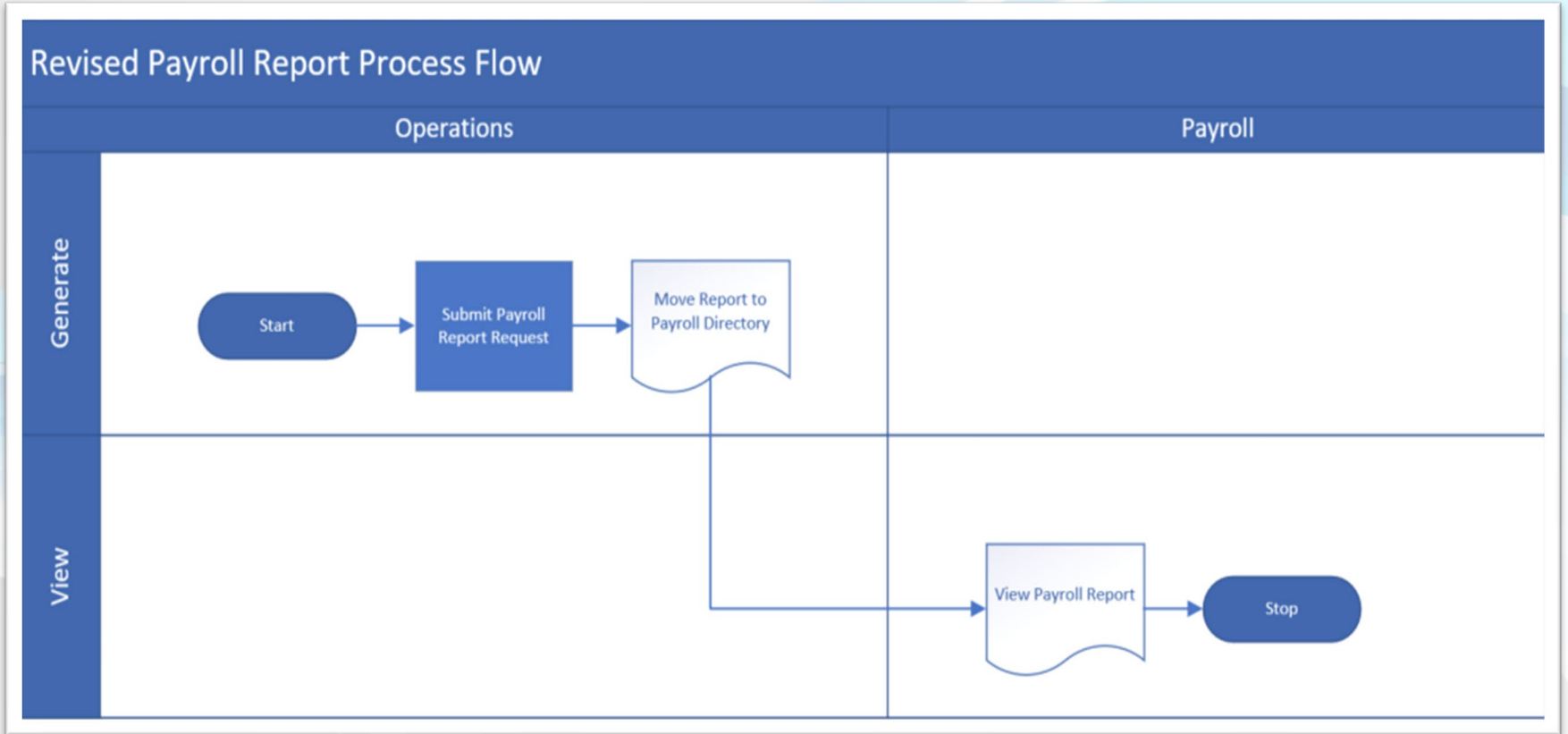
## Project Summary

- An alternative to access payroll reports by Campus Payroll Staff needs to be designed, developed, tested and deployed to production to enable decommission of Portal application
- Central Office Development and Database Administrator resources will design and implement Proof Of Concept (POC). Payroll Manager and Business Analyst will evaluate POC and approve final design

# Applied Learning Project – Payroll Reporting



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## Responsibility Matrix

Milestone	Responsible, Accountable, Consulted, or Informed					
	Payroll Manager	Campus Payroll Staff	Business Analyst	Developer	DBA	Project Manager
<b>Requirements Defined</b>						
Reporting	A	C	R	C	C	C
User Interface	A	C	R	C	C	C
Security Access	A	I	R	C	C	C
Data Conversion	A	C	R	C	C	C
<b>Proof of Concept</b>	I	I	C	R	C	A
<b>Development</b>	I	I	C	R	C	A
<b>Data Conversion Development</b>	A	I	C	C	R	I
<b>Testing</b>	A,R	R	R	C	C	I
<b>Communication Plan</b>	A,R	I	C			
<b>Production Implementation</b>	I	I	R	R	R	A
<b>Decommission and Postproduction Support</b>	I	I	R	R	R	A



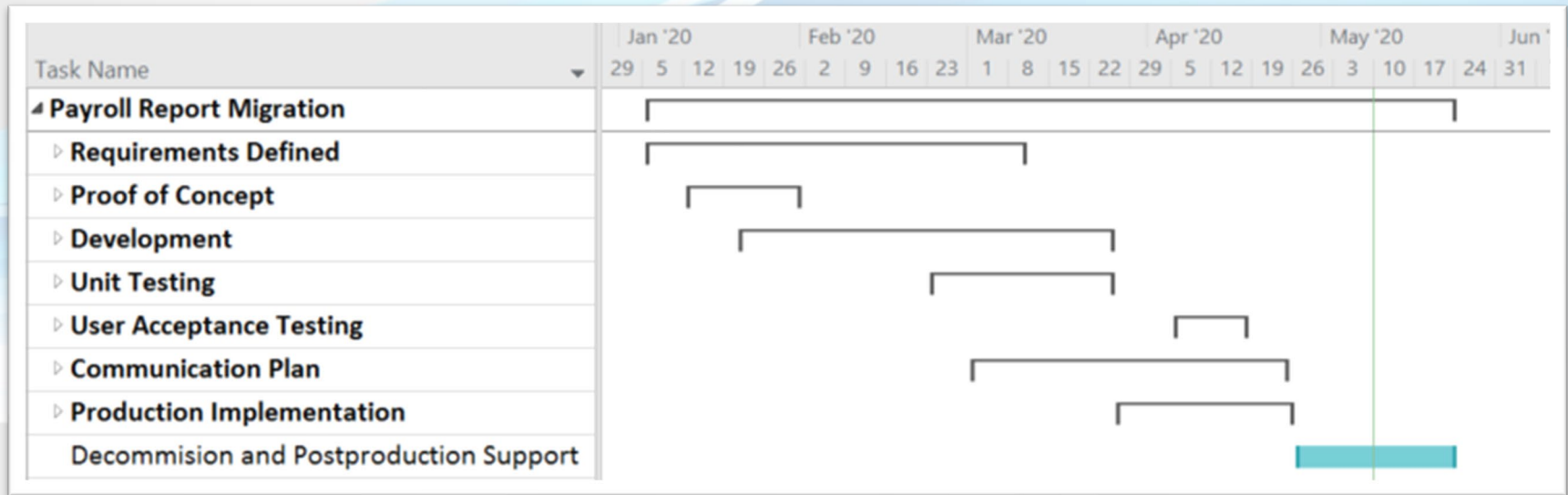
# Applied Learning Project – Payroll Reporting

## Deliverables

- Requirements Definition
  - Reporting – Process to store and access reports
  - User Interface – Search and Sort Options, required data fields
  - Security Access – New Responsibilities for each Campus
  - Data Conversion – All Reports 01/2019, Detail Control Register 01/2009, YTD prior to 2009
- Project Plan
- Reconciliation of Data Conversion

# Applied Learning Project – Payroll Reporting

## Project Plan



# Applied Learning Project – Payroll Reporting

## Reconciliation Report

Group	From Date	To Date	Criteria	Portal Count	EBS Count
1	1/1/2019	4/23/2020	ALL Files	26,290	26,290
2	1/1/2009	12/31/2018	Exclude RETRO and Message Files	31,729	31,729
3	-	12/31/2008	YTD Only Files	628	628
4	4/24/2020	4/24/2020	ALL Files	66	66
<b>Total</b>				<b>58,713</b>	<b>58,713</b>

**Group 1**

**Portal Files**

```
. bin/PORTALPROD
cd $ORACLE_HOME/Apache/Oracle/htdocs/Campus_Payroll_Reports
find . -type f -mtime -479 > list-files-RECON1
```

**EBS Files**

```
select count(*)
from rfcust.rfcust_payroll_reports_names
where REPORT_CREATION_DATE > to_date('12/31/2018','mm/dd/yyyy');
```

**Query Results:**

```

COUNT(*)
-----
26290
    
```

**File List:**

```

/010/8/week1v_payroll/detail/control/register/010detail_8/week1v_20190118.pdf
/010/8/week1v_payroll/detail/control/register/010detail_8/week1v_20190119.pdf
/010/8/week1v_payroll/detail/control/register/010detail_8/week1v_20190120.pdf
/010/8/week1v_payroll/detail/control/register/010detail_8/week1v_20190121.pdf
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/010/8/week1v_payroll/ASAC_payroll_kubes/010/8/week1v_20190301.ppe.kbx
    
```

# Applied Learning Project – Payroll Reporting

## Project Risks

- Reports not accessible by Campus Payroll Staff
- Historical Reports not converted
- Project not completed to plan

## Mitigation Plan

- Testing in Pre-Production to confirm access
- Reconciliation report of source and target
- Project plan and status reports monitoring

# Applied Learning Project – Payroll Reporting

## Conflict Management

- Storage Capacity for Test Environment
  - Discussed options we could use to provide adequate test scenarios without full data conversion to Test Environment
- Data Conversion Requirements
  - Discussed options for historical reports to refine what was required

# Applied Learning Project – Payroll Reporting

## Leadership Reflections

- 6 Domains of Knowledge for Higher Education Leaders
  - Know Your Skills
  - Know Your Team
- Leading Change
  - Create a sense or urgency
  - Communicate the Change Vision
  - Generating Short Term Wins