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Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson
Mark Danaj
Wandzia Grycz

SUBJECT: STATUS REPORT ON
EXPANDING ELECTRONIC TIME
REPORTING FOR THE EMPLOYEE
SERVICES/PAYROLL SYSTEM
(Council Referral # 6-17-03-2.17)

DATE: February 26, 2004

Approved

Ray Winer

Date

2/27/04

INFORMATION

BACKGROUND

Council approved item 2.7 at the June 17, 2003 Council meeting for an amendment to the agreement with Implementation Resources, Inc. which provided consultant services related to Phase II enhancements to the City's PeopleSoft Employee Services/Payroll System. Implementation Resources, Inc. provided expertise and assistance to City staff on expanding payroll electronic time reporting and exception time reporting. Upon approval of the contract, Council requested that staff report back with an informational memo on the success of the Phase II enhancements that were to be made. Phase II enhancements included the following seven components.

1. Completion of the Pre-Requisite Phase which eliminates customizations no longer needed due to PeopleSoft upgrades.
2. Elimination of Fire Department's paper timesheets by interfacing the TeleStaff system directly to PeopleSoft.
3. Implement "Exception Time Reporting" processing within an automated time capture environment to streamline time reporting.
4. Provide distributed time management and correction to departmental timekeepers (on-line correction for departmental timekeepers).
5. Interface with the Public Works Fox Pro timekeeping system to PeopleSoft, eliminating the necessity to interface this system with the City's VAX Platform.

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6. Implementation of two small pilot groups using PeopleSoft's Time and Labor Module. The pilot groups are the Redevelopment Agency (RDA) and Convention, Arts, and Entertainment (CAE).
7. Self-service paycheck view, which allows employees to review their paychecks over the Intranet.

STATUS

As directed by Council during the discussion of item 2.7 on the June 17, 2003 Council Agenda, staff is hereby providing the Mayor and Council Members with a status update on the PeopleSoft ES/Payroll System Phase II enhancements.

1. Design and modifications were completed in November 2003. Working with the consultant, the City project team eliminated 34 customizations. This was accomplished by incorporating City processes into the PeopleSoft system using standard features, and will eliminate future modifications as the PeopleSoft application is upgraded to future versions.
2. The Telestaff project team implemented the Telestaff/ PeopleSoft ES/Payroll interface for the Fire Department. This interface automates the transfer of hours reported in the Fire Department's Telestaff system through a series of programs to the PeopleSoft ES/Payroll System. The success of this project eliminated 750 paper timecards, eliminated duplicate entry of time by line fire fighters from two systems to one system, and saves many hours of keypunching by Fire Department timekeepers.
3. Exception Time Reporting was implemented for three pilot departments (Employee Services, Fire, and Finance), eliminating the need for 70 management employees to enter regular and holiday hours in the timecard system. The pilot proved to be very successful and all testing is complete. The project team is now in the planning stage to implement this functionality citywide. It is expected that approximately 500 management employees city-wide will be converted to this time reporting method, resulting in many hours of time savings in inputting time into the city's various time reporting systems that feed into the PeopleSoft ES/Payroll system.
4. The project team, working directly with department timekeepers, implemented on-line time correction capabilities in 16 City departments, allowing time corrections to be updated directly to PeopleSoft by department timekeepers. The new process eliminates paperwork and improves efficiency associated with remote data updates and allows faster corrections to data. The target implementation for the remaining 12 departments is the first half of 2004.
5. Functional testing of the Public Works Department interface was completed and implemented in January 2004. This interface will move the timekeeping processes

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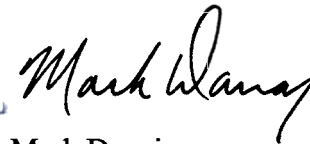
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for Public Works from the aging VAX environment to the standard interface developed for Telestaff.

6. Implementation of the PeopleSoft Time and Labor module for RDA and CAE remains on "hold", pending resolution of resource and funding issues. The ES/Payroll Executive Steering Committee is in the process of developing options for resolving this issue.
7. Implementation of the self-service paycheck view feature is also on "hold" pending resolution of resource and funding issues. Eventually, this could eliminate the need to distribute pay check "stubs" for direct deposit employees by implementing this e-application feature.



Scott P. Johnson
Director of Finance
Finance Department



Mark Danaj
Director of Employee Services
Employee Services Department



Wandzia Grycz
Chief Information Officer
Information Technology Department