

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR



INFORMATION TECHNOLOGY AGENCY

CITY HALL EAST
200 N MAIN ST, ROOM 1400
LOS ANGELES, CA 90012
213.978.3311

ita.lacity.org

TED M. ROSS
GENERAL MANAGER
CHIEF INFORMATION OFFICER

JOYCE J. EDSON
EXECUTIVE OFFICER

MARYAM ABBASSI
ASSISTANT GENERAL MANAGER

BHAVIN PATEL
ACTING ASSISTANT GENERAL MANAGER

TITA ZARA
ACTING ASSISTANT GENERAL MANAGER

January 12, 2022

REF: FAS-006-22

Honorable Members of the City Council
City of Los Angeles
Room 395, City Hall
Los Angeles, CA 90012

Attn: Personnel, Audits, and Animal Welfare

SUBJECT: HRP PROJECT STATUS REPORT

RECOMMENDATION:

Receive and file the report.

STATUS REPORT:

As requested, in the October 6, 2021 meeting of the Personnel, Audits, and Animal Welfare (PAAW) Committee, this is the first of monthly status reports for the Human Resources and Payroll (HRP) Project.

See Appendix A for the detailed status report as of January 7, 2022.

As the HRP Project prepares to deploy functionality in the first of two phases, elements critical for go live are being tracked. Below is the Phase 1 Go Live Dashboard. Tasks are listed in the left column with metrics for each department, a final due date, and any additional notes. The dashboard will be updated several times per week. It will be included in the weekly project status reports, the monthly Steering Committee, and shared with interested Stakeholders.

1/12/2022 HRP Phase 1 Go Live Dashboard						Days to Go Live	63
Critical Path Task	PER	CAO	CTR	ITA	Due Date	Notes	
Data Validation	17 of 17	6 of 6	9 of 9	1 of 1	Complete	Due date of 12/31/21, required to begin E2E Testing	
Test Scenario Preparation	84 of 110	215 of 215	52 of 65	NA	12/31/21	Test Scenarios definition due by 1/10/22	
Configuration	331 of 331	491 of 491	69 of 69	626 of 626	12/31/21	Configuration is complete, expect updates during E2E Testing	
Report Development	N/A	N/A	N/A	181 of 189	12/31/21	Remaining reports targeted for completion 1/21/22	
Integration Development	N/A	N/A	N/A	31 of 33	1/15/22	LAWA has not completely signed off requirements for INT180	
Report Unit Testing	N/A	N/A	N/A	170 of 189	1/15/22	Departments must test during E2E to confirm requirements	
Training Materials Reviewed	9 of 32	2 of 3	0 of 4	0 of 2	1/28/22	PER has been focused on E2E, must complete review by 1/28	
Integration Testing - Critical	N/A	N/A	N/A	1 of 17	1/30/22	1 of the 17 integrations have been unit tested, needed for Go Live	
Integration Testing - Non Critical	N/A	N/A	N/A	4 of 16	1/31/22	4 of the 16 integrations have been unit tested	
End to End Testing	40 of 110	10 of 215	3 of 65	N/A	2/4/22	1/10 - 2/4 - Stats will begin after 1/10	
Cutover Planning	0 of 150	0 of 75	0 of 23	0 of 165	2/4/22	Tasks begin to be complete the week of 2/6/22	
PaySr Testing - from WD			N/A		2/4/22	1/10 - 2/4 - Stats will begin after 1/10	
Business Process	6 of 16	0 of 6	0 of 2	N/A	2/4/22	All Business Processes are defined awaiting on review.	
Gold Tenant Build - DGW's	N/A	N/A	N/A	0 of 19	3/18/22	Gold build begins on 2/21/22 to support a 4/10 Go Live	
Required Training Registration	0 of 168	N/A	N/A	N/A	4/1/22	The PER team needs to confirm the number of trainees.	
Support Model Ready	No	No	No	No	4/4/22	Support model is partially defined and will contr	
Required Training Delivery	0 of 168	N/A	N/A	N/A	4/7/22	Training begins on 2/28	
Change Discussions		0 of 43 Departments			4/7/22	OCM will lead this effort beginning 2/21/22	

At this point the areas of concern include the Personnel Department review of training materials while maintaining testing progress and the testing of integrations, which is led by ITA and Workday and involves some departments beyond the HRP project. The Personnel Department advised that their existing resources are strained to accommodate these reviews alongside ongoing testing efforts and ongoing engagements with the HRP team and City Department staff pertaining to data validation, information gathering from departments, system configuration, and the PaySR integration. The delay in Personnel's review of training materials may affect the training schedule, which could ultimately affect the April go-live date. The HRP Training Team has prioritized the review of required instructor-led training and deprioritized on demand, self-service learning to help mitigate the strain in Personnel resources. Each integration has a plan for testing and issues have been escalated to ITA management where needed.

Quality Assurance Update

Pursuant to the PAAW Committee's instruction to re-engage a consulting firm to provide Quality Assurance (QA) services for the project, the City Administrative Officer (CAO), in consultation with the other sponsor departments, released a Task Order Solicitation (TOS) to the Office of the Controller's pool of pre-qualified consulting firms on November 24, 2021. The HRP Steering Committee determined that this process would be the most expeditious option to retain a QA provider ahead of the anticipated Phase 1 go-live date. In response to the TOS, the CAO received proposals from three firms, and a panel composed of an executive representative from each sponsor department evaluated the responses. The panel has made a tentative selection which may become final by next week pending a final review of the scope, price, and terms of the agreement.

Training Update

End user training consists of instructor-led courses, on-demand videos and job aids, office hours for additional Q&A, and post-go live user support labs. There are three instructor-led training (ILT) courses for Phase 1, and a user's role determines which course they are required to attend. For Human Resources (HR) staff, there are two separate instructor-led courses totalling six hours duration between them, plus additional time for Q&A during the session. Because of COVID-19, the training will be delivered remotely. Nevertheless, users will perform various hands-on exercises in the system. In addition to the basics of how to login and navigate, the courses will dive into how to perform their roles in the system, such as creating a position and hiring and moving employees into and between positions. For department budget staff, the instructor-led course is 1 hour in duration and covers an overview of HCM and the tasks they will perform in the system when creating positions.

Registration for training begins at the end of this month, and the training sessions will be offered over six weeks from February 28, 2022 through April 6, 2022. Should any end users not be able to attend any of the sessions during the six weeks of live training, a recorded session will be made available.

Materials were developed based on the approved training curriculum. The HRP Training team worked with the Personnel Department, Controller's Office, CAO, and ITA teams to define the system training needs for all end user staff. The team then developed training paths for impacted end users and defined delivery needs ranging from instructor-led training for high impact, frequent, and complex tasks in the system to self-paced learning methods for lower impact, less frequent, and simple tasks. Self-paced learning is offered on demand before and after go-live at the point of need linked through the Workday system as well as the City Learning Management System.

For Phase 1, the HRP training team has developed:

- 3 Instructor Led Training courses (HCM, Department Budget Analysts)
- 30 Job Aids (Employee Self-Service, HCM, Compensation, Payroll)
- 10 Videos (Employee Self-Service, Reporting)

All materials are reviewed by the Workday functional team to confirm system and process accuracy. Following Workday review, updates are made as needed and then the materials are sent to the Personnel Department, Controller's Office, CAO, and ITA teams for their final review. Because some Personnel training materials review is behind schedule, the HRP Training team is prioritizing the review of the required instructor-led training materials ahead of the on demand, self-paced materials.

Implementation of Controller Recommendations

In their October 1, 2021 report, the Controller's Office made several recommendations related to governance. The first was for materials to be provided to the Steering Committee more than one day in advance of the meeting. Since then the Steering Committee has met twice, and materials were provided two days and five days in advance. The HRP Project Managers from ITA and Workday are committed to providing the materials five days in advance, i.e., the Friday before the Wednesday meeting.

The second recommendation was regarding the Steering Committee providing content to the meeting presentation materials. Beginning in August 2021, Project Management began sharing the proposed meeting agenda and inquiring about additional discussion topics with the Controller's Office in advance of the meetings. As of October 2021, leads from each of the sponsor departments began creating and presenting content in the Steering Committee meetings.

For recommendation number three, Steering Committee meetings have been well attended by executives from the sponsor departments. The project team has elevated a number of issues and decisions to the Committee, and they have been insightful and helpful in making decisions or clearing blockers, all while keeping an eye toward the needs of all departments.

Finally, regarding recommendation number 4, the leads from each department are empowered by their executive sponsors to elevate risks and communicate needs. The participation in creating content for the Steering Committee meetings formalized this medium for doing so and has led to very good discussions and richer meetings. The entire project team has made good, disciplined use of the Risks, Actions, Issues, Questions, and Decisions log (RAIDQ). To make decisions more visible, Project Management also created a decision board that extracts all the outstanding decisions from the RAIDQ as well as recently made decisions from the weekly cross-application meeting and the weekly meeting with Project Management.

Respectfully Submitted,



Ted Ross
General Manager

Personnel, Audits, and Animal Welfare

January 12, 2022

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cc: Jeanne Holm, Office of the Mayor
David Hersch, Council District 5
Wendy Macy, Personnel Department
Leticia Ortiz, Personnel Department
Crista Binder, Office of the Controller
Bob Wingenroth, Office of the Controller
Matt Crawford, Office of the Controller
Matt Szabo, City Administrative Officer
Ben Ceja, City Administrative Officer
Melissa Velasco, City Administrative Officer
Karen Kalfayan, Chief Legislative Analyst
ITA Executive Team

Appendix A Detailed Status Report as of January 7, 2022



Project: Human Resources and Payroll
 Scope: HCM/Payroll/PRISM
 LA PM: Raelynn Napper, WD PD: Brad Hoenshell, WDEM: Ken Chambers

As of Jan 7, 2022
 Next SC: Jan 19, 2022



Key Accomplishments	HRP Dashboard	
<p>The team participated in several End to End planning meetings this week. Data Validation of the End to End tenant was a focus area. The End to End data validation is complete. E2E testing will begin on 1/10 and will run for 4 weeks, with 2 additional weeks for UAT. The Gold Tenant build start date is dependent on E2E and UAT being complete and must begin on 2/21 to achieve the April 10th go live.</p> <p style="text-align: center;">Functional/Technical</p> <p>Phase 1:</p> <ul style="list-style-type: none"> HCM, assisted the Training team with review of ILT presentations and trainer guides. Provided documentation and details for PMO's communication to LAWA on INT180 Supported the City's Smoke Test and Pilot Scenario testing efforts. Made applicable configuration updates for failed scenarios. Configured DDR Custom Object required for DWP inbound INT Worked on INT5000 test planning. Compensation, supporting P1 design/testing. CCB unit testing is 96% complete. Testing is delayed due to resource constraints. Consequences of testing delay will result in comp maintaining comp config in 2-3 tenants leading to risk of inconsistencies. Integrations - personal information and compensation integrations for Phase 1 continue build-out of scenarios; INT180 - LAWA Position feed redesign is still in progress. This is a major risk to the project timeline Data Conversion, - worked on DGW updates; continue preparing for Phase 2 tenant build; worked on data validation report issues; continue Defect Resolution Security, completed setup of SSO in LACity8 and continued Security Configuration migration support. Seniority Program, limited testing activities due to limited staff availability. Request for Neogov to update incoming file format is still outstanding, need direction on what file format will be coming from Neogov. The city to schedule additional meetings between the City and Neogov - Neogov UAT environment is offline Jan 8th - 17th <p>Phase 2:</p> <ul style="list-style-type: none"> Absence, data validation and P2 DGW review work. P2 Tenant Build clean-up and validation. Benefits, no significant benefits activity this week, the team supported P1 efforts with HCM. Time Tracking, Team to confirm premium calculations (OT, ST, Comp Time). Requested the role assignments for the Phase 2 tenant (due in January). Payroll, - Limited solution meetings, due to priority around FMS mapping and support; FMS Data File process meeting went well, dates adjusted during Thursday's meeting and continued to work with Diana and Natalie on the FMS Integration Testing in LA4 <p style="text-align: center;">OCM and Training</p> <ul style="list-style-type: none"> Business Process: continued hosting payroll process meetings with Controller. Began Payroll SME cadence and strategic work. OCM: Finalized agenda for January change champion call. Continue reviewing Phase 1 business processes with CAO and PER. Drafter User Support Lab model. Planned Payroll operational process sessions. Continued documenting detailed future state processes. Continued Tier 1 check ins and follow ups. Continued drafting communications. Training, Continued drafting end user training based on City reviews. Replanning delivery schedule and logistics for remote learning. 	Area	Status/ Trend
	Overall - End to End planning and data validation must be complete by 1/7 to allow key milestones to begin on schedule. Key Dates E2E Testing 1/10 - 2/4, User Acceptance Testing 2/7 - 2/18, Gold Tenant build must begin on 2/21.	↑
	Schedule - Overall schedule has been revised to align with the phased approach. The team is concerned with the amount of time remaining for developing Phase 1 E2E Test scenarios and they have express concern that 4 weeks is not enough for E2E Testing. If these areas need additional time, the go live date will most likely need to be moved out.	↓
	Scope - The Phased deployment approach will require additional integrations, updated BP configurations, updated configuration and modified security based on the features being rolled out. Once the City has selected the desired phased option, scope will be revisited to ensure everything is accounted for and part of the project plan.	↓
	Resources - Resources should be aligned with the original staff plan.	↓
	Key Upcoming Project Activities	
	What	When
	E2E End-to-End Testing for Phase 1 (HCM/Comp)	Jan
	Phase 1 Integration Development (LAWA, Major RISK)	Jan
	Phase 1 Integration Testing 5 of 34 complete	Jan
	Phase 1 Reports Testing (Dept Testing - in progress)	Feb
	Seniority Program - Continue E2E Testing	Jan
	Phase 2 - Tenant Build (FMS)	Jan
	Phase 2 - FMS Integration Testing	Jun



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Workstream Status – Phase 1

Activity Dashboard: Last Update 1/7/22

Workstream	Status	Workday Lead	Update
Absence		Jevon Yu	<p>Highlights:</p> <ul style="list-style-type: none"> -Summary: -Balance Data validation and Phase 2 DGW review work -Phase 2 Tenant Build clean-up and validation -Attorney Work Excess Hours discussion <p>Issues in specific areas</p> <ul style="list-style-type: none"> -Distribution of Request Leave of Absence requirements matrix to departments -Worktags on Time Offs -Open items: 344, 687
Benefits		Ann Puetz	<p>Summary:</p> <p>Worked with Chris P to troubleshoot benefit issues. Updated configuration where needed to support data conversion. Met with Daniel to discuss logic changes. The Benefits team focus has been shifted to the HCM items needed to be completed for phase 1.</p> <p>Open Items:</p> <ul style="list-style-type: none"> -RAIDQ- 406 Pending Additional Information and Confirmation from the City regarding an outbound INT to CPAS that will send Leave information for the purpose of Pension Max -RAIDQ- 518: Action item from 3/16/2021 meeting with LACERS
Change Management		Jonathan Ruprecht	<p>Summary:</p> <p>Continue reviewing phase 1 business processes with CAO and PER. Continued documenting detailed future state payroll processes. Continued tier 1 check ins and follow ups. Continued drafting end user training. Continued drafting communications.</p> <p>Outstanding Actions/Decisions:</p> <ul style="list-style-type: none"> -Identify Department Change Champions -Continue Drafting Change Discussion Guides -Submit Training Needs Assessment Deliverable
Compensation		Eunice Jung	<p>Highlights:</p> <ul style="list-style-type: none"> -Supporting Phase 1 design/testing -Support Phase 2 conversion/validation -URP Unit testing (ON HOLD) -CCB unit testing is 99% complete <p>Issues in specific areas:</p> <ul style="list-style-type: none"> -Repeating compensation conversion issues - Same issues seem to come up for every build causing delays in the build time as well as revisiting decisions. -Lift and shift approach is essentially splitting comp in 2 sub-workstreams - adding to Isophine's resource constraint. -Staffing: City team is juggling many priorities and spread thin. Discussing how certain Dept SME's can offer support but overall status is in yellow due to lack of City resources -Risk 300 reopened -Outstanding Actions/Decisions due in next 10 days: 677, 761, 870 -Outstanding Configuration: Phase 2 - 702
Data Conversion		Ramon Baez	<p>Highlights:</p> <ul style="list-style-type: none"> -Working on DGW updates -Continue Preparing for Phase 2 tenant build -Working with Payroll on Data validation report issues -Continue Defect Resolution <p>-Tenant Management: lacity8 to lacity9 on Monday 1/10/2022 @ 2 am. ☑ For testing mass comp raises, so the compensation team at a minimum will need access.</p> <p>-Tenant Management: lacity8 to lacity7 on Monday 1/10/2022 @ 2 am. ☑ Will be used for Data Conversion file testing so Tech team access</p> <p>-Tenant Management: lacity2 to lacity6 on Monday 1/10/2022 @ 2 am. ☑ No SSO setup needed this tenant yet</p>



Project: Human Resources and Payroll

As of Jan 7, 2022

Scope: HCM/Payroll/PRISM

Next SC: Jan 19, 2022

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Workstream Status – Phase 1

Activity Dashboard: Last Update 1/7/22

Status	Workday Lead	Update
	Sorja Chappell	<p>Summary: Highlights: -Supported Smoke Test and Pilot Scenario testing efforts- made applicable configuration updates to resolve defects. -Reviewed requested BP changes identified through Smoke Testing to evaluate the impact to Phase 1 go-live and determine if the changes are required for E2E. -Reviewed HCM processes required for Payroll E2E. A number of discrepancies between Payroll's expectations of HCM BPs and what has been configured were identified. -The City HCM and Payroll teams will meet to review open questions and address configuration changes if applicable. -Worked with Training team to prepare Training Tenant -Loaded Harbor Supervisory Organizations -Completed configuration on the proposed solution for managing positions during the Budget Cycle "Swap Positions". WD will demonstrate the solution on January 10th.</p> <p>Past Due Phase 1 RAIDQs: 351- Open question for Payroll team- How can WD manage the lock-in letters enforcement- this was discussed in Cross App and Payroll team is researching 624-How are positions managed when LAFD incoming employees in training 658- LACERS for INT093b- Job Status requirements 852-Pending decision on the approval process for the budget cycle EIB loads 853-The process for departments assigning employees to the loaded positions needs to be finalized as part of the overall position load process 856- Pending decision on the approval process for moving positions and employee job changes via EIB 857-Confirm/add approvals needed for interdepartmental Move Worker business process 930-Decision required for LAWA's HH organizations. Will the City approve LAWA's request to change the staffing mode for HH from Job Management to Position Mgt</p> <p>Pending requirements or clarification: -Hire- Waiting on City to provide Background Check Dates, but all steps in BP have been configured -Change Job-Still working on Employee Acknowledgement. Questions outstanding to be reviewed with City team during Monday's meeting. -Edit Licenses-Need list of statuses to populate Issued by Authority -Create Position-Pending additional requirements -Move Worker (Supervisory)-Need requirements</p> <p>Risks: -The potential for configuration changes as a result of the Payroll review will impact the timeline for completing Business Process updates. Cause a delay in updating test scenarios and executing the tests. -Ongoing configuration change requests may result in delays to E2E Test Scenario creation as well as a delay for E2E testing. -These are configuration updates/additions required for INT5000 that will need to be tested by the Core team prior to the INT testing.</p>
	Chad Kodet	<p>Highlights: -Personal Information: build-out of scenarios in progress -Compensation: build-out of scenarios in progress; in unit test -Retro Compensation Details: This is bundled with Compensation Details from a development perspective -Seniority Calculations: Working integration, Testing In Progress: In E2E Test</p> <p>Additional Highlights: -INT157 - Continued Level Bonus Boomerang. Major redesign change is requiring redevelopment will commence -INT180 - LAWA Position feed redesign is still in progress. This is a major risk to the project timeline; affects testing immensely considering that redesign may require up-to three weeks and scenario creation could take another two weeks preventing this program from getting into the GOLD BUILD in February</p> <p>FMS Update: -FMS dates adjusted during Thursdays meeting for file delivery -7 Files: Unit Test Complete CTR -5 Files: In Progress - delivered CTR/TAWD -15 Files require prepreadness by IT/TAWD</p>
	Sam Magoun	<p>Summary: -Limited solution meetings, due to priority around FMS mapping and support -FMS Data File process meeting went well, dates adjusted during Thursdays meeting -Continued working with Diana and Natalie on the FMS Integration Testing in LA4 -Worked with Payroll/Reporting on troubleshooting validation report issues</p>



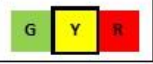
Project: Human Resources and Payroll

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As of Jan 7, 2022

Next SC: Jan 19, 2022



Workstream Status – Phase 1

Activity Dashboard: Last Update 1/7/22

Workstream	Status	Workday Lead	Update
PRISM	Green	Didier Guzman	Highlights: -Commenced Scenario Development for E2E Testing -Review the Extend product for specific Payroll proces
Reporting	Yellow	Katie Davis	Highlights: -Continue working with ITA for testing developed reports -Tenant build activities/Data validation reports in Payroll area -Preparing reports for move into LACITY8
Security	Green	Michael Wardhana	Summary: Discussed security assignment data validation in LACity8 and continued Security Configuration migration support from LACity5 to LACity2 and LACity8. Highlights: -Discussed security assignment data validation in LACity8. -Continued Security Configuration migration support from LACity7 to LACity2 and LACity8. -Continued discussion of security data conversion migration testing and process for the next tenant build. -Continued review of SSO configuration with IDM and Security Team. Issues: -Waiting for finalized LAPD and security requirements from City of LA Team. -There are delays on the implementation of the Google SSO solution.
Seniority Program	Green	Tracy Ryan	Highlights: -Limited testing activities due to limited staff availability -Request for Neogov to update incoming file format is still outstanding -Direction required for what file format will be coming from Neogov - Steve Rivera to schedule additional meetings between the City and Neogov -Neogov UAT environment is offline Jan 8th - 17th
Testing	Yellow	Anthony Wang	Summary: The Test leads continue to provide INT testing support by having check-in calls with departments who are testing; weekly test prep sessions for the PaySR bridging integration; the team is finalizing their test scenarios for E2E and INT5000, and HCM wraps up their pilot testing before E2E testing starts next week. Highlights: -Comp Basis testing is complete at 100%. -9 integrations are in progress for testing, 18 integrations have not started testing yet, and 5 integrations have completed testing. Issues: -Data Validation for Iacity8 is in progress, and passed the schedule end date, 12/31/22. -Some Phase 1 INT (INT134, INT 145, INT011b, INT180, INT71, INT173) are still in redesign that will impact the testing preparation, and INT 100 and INT 148 (CAO is the owner of these INT) has not moved forward for weeks in testing due to city resources availability.
Time Tracking	Green	Paula Davis	Highlights: -Team to confirm premium calculations (OT, ST, Comp Time) - Sessions scheduled for Jan and Feb -Requested the role assignments for the Phase 2 tenant (due in January). Outstanding Configuration/Work -Update TEC eligibility for MOU 35 and 62 (bank codes, straight time) -Update mileage eligibility rules once the compensation configuration is complete
Training	Green	Seemab Majeed	Highlights: -Continuing ILT review with Sonja/Desiree for Change Job this week and making updates based on feedback before sending it back to the City Team. -Received update from Raven for reporting video materials that were due 12/31/ expected to receive feedback by 01/07 -Security role assignment pending in order to identify all trainees- logged RAIDQ -ESS videos are being recorded this week



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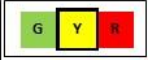
RAIDQ Summary Activity for Technology – Week Ending 1/7/2022 – Phase 1					
RAIDQ Type	Current Open	Opened This Week	Closed This Week	Opened Last Week	Closed Last Week
Action	12	0	0	0	1
Decision	29	0	2	0	0
Issue	3	0	1	0	0
Question	9	0	1	0	1
Risk	2	0	5	0	0
(blank)	3	1	0	1	0

Open and Late – HIGH Impact RAIDQ (Phase 1):

ID	Short Description	Days Late	Responsible
938	The following are fixes or analysis needed based on the outcomes of the November 9, 2021 HRP Bridging Integration discussion	22	Estrellita Roman, Fatima Demesa, Kelly McKay, Marvin Avila, Sarah Deiuliis, Tracy Ryan
937	The following are fixes or analysis needed based on the outcomes of the November 4, 2021 HRP Bridging Integration	22	Brian McMickle, Chris Yang, Christopher Petrus
927	When an EE has passed away and still has dollars due (either for the current pay period and/or vacation payout), their direct deposit details are updated to indicate the payment method should be a Check and not a Direct Deposit.	19	Janet Laszlo
928	Direct Deposit Elections in Workday are at the Employee Level. In PaySR, they are at the Department level. This is going to impact how employees are paid once Workday goes live in April (Since we will interface this data from WD to PaySR)	19	Janet Laszlo
757	All reports for Phase 1 signed off by City team and marked ready for production.	12	Jonathan Biton
753	All reports transitioned to ITA for Phase 1	1	Jonathan Biton, woowon.kang@lacity.org
944	Action code mapping needed for DWP integration. This is a combined effort of both the Workday team and the LA team.	0	Marvin Avila, Sonja Chappell



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Open and Late – MODERATE Impact RAIDQ (Phase 1):

ID	Short Description	Days Late	Responsible
294	Personnel staffing/resource concerns	19	Fatima Demesa, Raelynn Napper
351	Multiple questions	12	Sonja Chappell
941	Workday delivered Retiree field for INT086 iVos is not showing as retired as expected, it is showing as blank	7	Amy Krishnan



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RAIDQ Summary Activity for Technology – Week Ending 1/7/2022 – Phase 2					
RAIDQ Type	Current Open	Opened This Week	Closed This Week	Opened Last Week	Closed Last Week
Action	36	1	0	0	0
Decision	27	0	0	0	0
Issue	17	0	0	0	0
Question	9	0	0	0	0
Risk	17	0	0	0	0
(blank)	74	0	0	1	0

Open and Late – HIGH Impact RAIDQ (Phase 2):

ID	Short Description	Days Late	Responsible
636	We need to know the number of codes in Workday that map to variation codes in FMS and we to have a crosswalk.	208	Janet Laszlo
521	Volume of Time Tracking and Payroll configuration and testing	194	Janet Laszlo, kenneth.chambers@workday.com, Raelynn Napper
479	Required Union Benefit Deductions are are not being provided on the INT files	187	Kevin Vuong, nigel.chan@lacity.org, rosemary.go@lacity.org
670	Time Tracking Location Worktag - Functionality in WD	175	rosemary.go@lacity.org
403	WD will need to differentiate between Adjustments, Retro and Recharge. CGI stated it will be a required for WD to do this.	166	Janet Laszlo, rosemary.go@lacity.org
568	Decimals in PaySR vs Workday	159	Daniel Quach, Janet Laszlo, rosemary.go@lacity.org, Sam Magoun
472	How would Payroll Accounting reconcile multi-sup org/company data resulting from bi-weekly, retroactive, off cycle, and monthly payroll runs?	159	Janet Laszlo, rosemary.go@lacity.org



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Open and Late – HIGH Impact RAIDQ (Phase 2):

ID	Short Description	Days Late	Responsible
688	Work Order/Task/Sub-task for Payroll Inputs - How will we enter these worktags for Payroll Inputs?	138	Jane Bishop, Sam Magoun
682	Workday has mass time entry functionality, but there are limitations, you have to be entering the exact same thing for everyone selected. The City, including departments, are expecting something different for entering time for multiple employees. Currently, in PAYSr, there is a way to enter time easily for multiple employees.	138	Janet Laszlo, jonathon.ruprecht@accenture.com, rosemary.go@lacity.org, Sam Magoun
715	Currently PAYSr generates Vendor checks for a list of 27 vendors, printed on the TROY printer every pay period. WD says this is out of scope.	110	Chad Kodet, Jonathan Biton
716	Employee is required to have one regular payroll complete in the current calendar year in order for a supplemental tax rate to be applied.	103	Sam Magoun
265	Work Order Worktags associated with Time Off / Absence codes for FMS	103	Jane Bishop, Sam Magoun
758	Phase 2 Go Live Risk	82	Raelynn Napper
798	Solution how to break out different Retro transactions the City needs to show separately (WD lumps them together)	68	Janet Laszlo, rosemary.go@lacity.org
797	Verify the sequence of the retro process and the timing, revisit retro processing on payroll off weeks	68	Janet Laszlo, rosemary.go@lacity.org
805	Confirm that reviewing payroll and accounting results includes reporting on FMS data before posting, has this been accounted for?	50	Janet Laszlo
801	Confirm when the initial on-cycle pay calculation is going to happen	50	Janet Laszlo
781	Finalize when the payroll deadlines would be for time entry. Department payroll, etc.	50	Janet Laszlo
790	How will prior pay period adjustments for transactions from >1 year ago be handled in Workday?	49	Janet Laszlo, rosemary.go@lacity.org
651	Need list of earnings considered "Lump Sum" for use in Lump Sum withholding orders. Olga has list - but nothing has been provided yet.	40	Janet Laszlo, rosemary.go@lacity.org
791	Payroll input in Workday is different than PaySR Payroll input – Workday is broader and includes all inputs, who will have access to this and what are the security implications? Concerns about payroll input security	35	Janet Laszlo, Samarendar Chilukuri
746	Need list of union dues rules from the City.	33	Jonathan Biton



Project: Human Resources and Payroll As of Jan 7, 2022
Scope: HCM/Payroll/PRISM Next SC: Jan 19, 2022
 LA PM: Raelynn Napper, WD PD: Brad Hoenshell, WDEM: Ken Chambers



Open and Late – HIGH Impact RAIDQ (Phase 2):

ID	Short Description	Days Late	Responsible
883	Need to finalize and test how departments will review retro pay differences related to PaySR/Prism data using Worksheets	30	Janet Laszlo
882	How will payments be made to terminated workers for adjustments? (Termination BP can include deactivate payment elections – can default terminated workers to be paid by check)	30	Janet Laszlo
706	MOU 35 Hiring Hall overtime - They use HW for overtime hours	28	Diana Ly, Isophine Atkinson, rosemary.go@lacity.org
815	Revisit the process for adjustments, how they are tracked and how/when they are sent to FMS?	26	Janet Laszlo
809	The process for sending remittance/payments is still being confirmed during testing, verify that this is on track and finalize	26	Janet Laszlo
808	Look into scheduling payroll settlement or having it automatically settle on completing payroll	26	Janet Laszlo
826	Controller will look into what reconciliations are needed and ask FMS GL team and Payroll Accounting about what they need for reconciliation	5	Janet Laszlo
799	There can't be any pending retro transactions to run on-cycle payroll, and any changes after Retro is complete won't be pick up for the on-cycle payroll run. Confirm there are no impacts to City requirements	5	Janet Laszlo