

# 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](http://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

March 10, 2022

REF: EXE-066-22

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

Attn: Personnel, Audits, and Animal Welfare Committee

**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 monthly status report for the Human Resources and Payroll (HRP) Project.

See Appendix A for the detailed status report as of March 8, 2022. Below is the summarized HRP Phase 1 Go-Live Dashboard tracking critical path tasks towards the go-live date.

3/8/2022 HRP Phase 1 Go Live Dashboard						
Critical Path Task	PER	CAO	CTR	ITA/WD	Due Date	Notes
Data Validation	17 of 17	6 of 6	9 of 9	1 of 1	Complete	Required to begin E2E Testing, completed on 1/5/22
Test Scenario Preparation	202 of 202	218 of 218	120 of 120	N/A	Complete	Additional scenarios added since last report: PER - 21, CAO - 1
Configuration	331 of 331	491 of 491	69 of 69	626 of 626	Complete	Configuration is complete, expect fix updates during E2E Testing
Report Development	N/A	N/A	N/A	170 of 170	Complete	All known reports are developed as of 1/22/22, 20 additional Prism reports have been added.
Integration Development	N/A	N/A	N/A	29 of 30	1/31/22	Awaiting feedback from Cornerstone based on their Edge upgrade requirements.
Report Unit Testing	N/A	N/A	N/A	170 of 170	Complete	Departments must test during E2E to confirm requirements
Training Materials Reviewed	15 of 32	4 of 4	3 of 3	-	2/16/22	PER can stay in yellow if they agree training materials can be loaded in the LMS and be edited later.
Integration Testing - Critical	N/A	N/A	N/A	5 of 17	2/18/22	Overall Completion percentage is 89%. WD to PaySr makes up 9 of the Int's
Integration Testing - Non Critical	N/A	N/A	N/A	1 of 13	2/18/22	Overall Completion percentage is 37%
End to End Testing	183 of 202	217 of 218	112 of 120	N/A	2/18/22	Original due date was 2/4/22. Step Completion - PER - 96.67%, CAO - 99.88%, CTR - 95.56%, Seniority Exam Calc at 82.35%
PaySr Testing - from WD	In Test and Break/Fix				2/18/22	INT5000 from WD to PaySr is tested nightly with break/fix occurring daily.
Business Process	12 of 16	2 of 6	3 of 3	N/A	2/11/22	Awaiting review by PER and CAO
Gold Tenant Build - DGW's	N/A	N/A	N/A	0 of 8	3/28/22	Gold build date to be determined based on E2E Exit Criteria.
Required Training Registration	167 of 280	N/A	N/A	N/A	4/1/22	Registration started on 2/9 with 45% of the planned attendees registering as of 3/1.
Support Model Trial Run (Y/N)	No	No	No	No	4/4/22	Support model is defined and will have a test run in March, after each department runs the trail the status will change to "Y".
Required Training Delivery	72 of 270	N/A	N/A	N/A	4/7/22	Training started on 2/28, 44 people have completed both training classes, estimate 80 by the end of the week
Change Discussions	43 of 43 Departments				Complete	OCM will lead this effort beginning 2/21/22
Cutover Execution	0 of 6	0 of 6	0 of 16	0 of 509	4/10/22	Cutover plan has been completed, meetings will begin daily starting, 3/7, meetings deferred due to E2E Testing

The HRP Project Steering Committee did not agree to proceed with the Gold Build Tenant on March 4, 2022 so it will be unable to meet the April 10, 2022 go-live. To proceed with the Gold Build Tenant, the HRP Steering Committee has agreed to finalize the Phase 1 Functionality List, complete required testing on the finalized scope, and discuss tradeoffs of requested system customizations in order to commit to the new go-live date. Once the Steering Committee agrees to the start of the Gold Build Tenant, Workday requires six weeks of work before go-live. As a contingency plan, the alternative go-live dates of April 24

and May 8 were evaluated by the HRP Steering Committee. Go-live after May 8th will require substantial additional HRP Project funding (~\$1 million per month) and potential contract changes.

### STEERING COMMITTEE ACTIONS IN RESPONSE TO QA RECOMMENDATIONS

Gartner, the Quality Assurance (QA) consultant, provided the HRP Steering Committee a read-out of their first report on March 9, 2022. The QA report reviewed a series of project categories providing their observations and recommendations for key sections, with a specific highlight on the high risk areas of Functional Requirements, Scope, Schedule, and Interfaces & Integrations. QA also commented on the project's positive accomplishments in other key areas, such as Organizational Change Readiness and Reporting. The Steering Committee reviewed their findings and discussed mitigation measures to be implemented immediately by the project to resolve their Critical and Significant recommendations.

Below is a detailed list of the QA findings and the HRP Steering Committee actions being taken to resolve their identified risks. The HRP Steering Committee will continue to work with QA to confirm that these actions are appropriate and effective to mitigate their identified risks:

**Critical**

2. Project Controls

2.1 Scope

#### QA Recommendation

HRP Steering Committee to agree upon a set of functionality that is required to meet business needs at Phase 1 go-live.

#### HRP Steering Committee Proposal

Phase 1 Functionality List - To clearly document the functionality needed at Phase 1 go-live, the HRP Project Team is compiling a Phase I Functionality List using the following existing artifacts:

- HRP initial system requirements for Phase 1,
- Test scenarios with suboptimal results (Fail or Pass with Issues), including solution gaps
- Agreed Phase 1 system changes prioritized for go-live (including key data validation for PaySR interface with Workday) and a listing of deferred configuration

**Critical**

2. Project Controls

2.1 Scope

#### QA Recommendation

HRP Steering Committee to establish a set criteria to decide what functionality is required at go-live and what can be deferred configuration.

#### HRP Steering Committee Proposal

The HRP Project Team will publish and use the agreed Change Control Criteria, which includes:

- Regulatory, contractual, or legal requirement
- Required for processing of employees and/or payroll
- No reasonable workaround exists

**Critical**

- 2. Project Controls
- 2.1 Scope

**QA Recommendation**

Develop an artifact that ties requirements to design documents, tests and test results. This does not have to be an RTM but should accomplish the same objectives.

**HRP Steering Committee Proposal**

Requirements Traceability Matrix - The HRP Project Team will develop the requested Requirements Traceability Matrix (RTM) artifact by mapping the existing HRP system requirements to testing and test results.

**Critical**

- 2. Project Controls
- 2.2 Schedule

**QA Recommendation**

Define specific costs and risks associated with delayed go-live to allow the HRP Steering Committee to make fully informed scope tradeoff decisions between operational impacts of deferred configuration vs. costs/risks of delayed Phase 1 implementation.

**HRP Steering Committee Proposal**

HRP Contingency Plan - The HRP Project Team will expand the existing go-live option list into the HRP Contingency Plan for the Steering Committee by 3/09/2022.

**Critical**

- 2. Project Controls
- 2.2 Schedule

**QA Recommendations**

Define criteria that will be used by the Change Control Board during/after the Gold Tenant Build to review requests to undertake fixes and deferred configuration.

**HRP Steering Committee Proposal**

The HRP Project Team will use the agreed Change Control Criteria, which includes:

- Regulatory, contractual, or legal requirement
- Required for processing of employees and/or payroll
- No reasonable workaround exists

**Critical**

- 3. Requirements Management
- 3.1 Functional Requirements

**QA Recommendations**

PMO to develop a Contingency Plan to detail the alternatives to April 10 go-live, and the associated impacts (e.g., costs, staffing, contractual implications, impacts on Phase 2, etc.).

Provide the Contingency Plan to the Steering Committee well before the date by which the next go/no go decision must be made to proceed with the Gold Tenant Build. Gartner estimates this date to be ~3/12/22.

**HRP Steering Committee Proposal**

HRP Contingency Plan - The HRP Project Team will expand the existing go-live options into the HRP Contingency Plan for the Steering Committee by 3/09/2022.

This is before the 3/12/2022 Gold Tenant Build decision date for an April 24, 2022, go live date (which is the earlier of two considered options).

**Critical**

4. Solution Development and Implementation

4.5 Interfaces and Integrations

**QA Recommendations**

All critical Phase 1 Go-Live priority integrations should successfully pass E2E testing prior to exiting the Test Stage and entering the Deploy stage.

This includes all go-live priority integrations being successfully tested prior to building the Gold Tenant to avoid the possibility of high impact configuration changes during Deploy stage activities.

**HRP Steering Committee Proposal**

End-to-End Test Criteria - The HRP Project Team agrees and has an End-to-End Testing exit criteria that involves the functionally successful testing of all PaySR/Workday interfaces.

However, not all go-live priority integrations require configuration changes that impact the Gold Tenant. These items will be discussed by the Steering Committee before proceeding with the Gold Build Tenant.

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This is the end of the identified Critical Risks from the Quality Assurance consultant. As QA identifies new or trending risks, the HRP Steering Committee will discuss and work with QA to identify action items to resolve as quickly as possible. See next page for lower priority items identified by QA.

{continued on next page}

The following are the remaining lower priority risks identified by QA in their category of “Significant Risk”. The following list also includes the HRP Steering Committee action items to resolve.

**Significant Risk**

1. Strategy and Leadership

1.1 Governance

**QA Recommendations**

Realign the Steering Committee on project goals and project success metrics specifically for Phase 1, using the Project Charter as a starting point, to help guide Steering Committee decision-making.

Update the Project Charter to reflect project goals and success metrics specifically for Phase 1 and separately for Phase 2 and include key decision-making criteria.

**HRP Steering Committee Proposal**

The HRP Project Team will leverage the existing Guiding Principles in the Project Charter to help guide Steering Committee decision making going forward.

The HRP Project Team will update the Project Charter for Phase 1 and Phase 2 accordingly; also incorporating the role of the Change Control Board.

**Significant Risk**

1. Strategy and Leadership

1.1 Governance

**QA Recommendations**

Establish milestone completion criteria that is agreed upon by the Steering Committee in advance of, or at the start of, the work to be completed. Communicate this to all HRP Project Team members to help drive consistent effort toward the shared completion target.

Engage decision-makers from the City’s major departments (outside of the Sponsor Departments) to ensure these departments have a voice at the HRP Steering Committee level and can weigh in on impacts, provide support of key decisions that affect all departments, and/or escalate conflicts as appropriate.

**HRP Steering Committee Proposal**

To ensure completion criteria for key milestones are well understood by relevant stakeholders, the HRP Project Team will further define existing criteria for End-To-End testing and Gold Build and review these with the Steering Committee. The HRP Project Team will also finalize the existing Go/No-go criteria before cutover activities begin.

To engage the City’s major departments, the the HRP Project Team will continue to conduct Tier-1 Check-ins with these departments, and the departments will continue to participate in Change Champion Program.

**Significant Risk**

1. Strategy and Leadership

1.1 Governance

**QA Recommendations**

All critical Phase 1 Go-Live priority integrations should successfully pass E2E testing prior to exiting the Test Stage and entering the Deploy stage.

This includes all go-live priority integrations being successfully tested prior to building the Gold Tenant to avoid the possibility of high impact configuration changes during Deploy stage activities.

**HRP Steering Committee Proposal**

End-to-End Test Criteria - The HRP Project Team agrees and has an End to End Testing exit criteria that involves the functionally successful testing of all PaySR/Workday interfaces.

However, not all go-live priority integrations require configuration changes that impact the Gold Tenant. These items will be discussed by the Steering Committee before proceeding with the Gold Build Tenant.

Significant Risk

- 2. Project Controls
- 2.3 Change Management

**QA Recommendations**

Document a Change Control Process that defines the procedures for evaluating and managing changes in the project. This includes: - Defining Change Control Board membership - Documenting the level of authority assigned to the Change Control Board - Formalizing a Change Log that captures all project changes (requested or not) - Defining the criteria by which change requests are reviewed and approved - Documenting the level of authority assigned to the Change Control Board

**HRP Steering Committee Proposal**

HRP will document the current Change Control process which began in Dec 2021.

Significant Risk

- 2. Project Controls
- 2.3 Change Management

**QA Recommendations**

Formally define the “baselined” scope and quality against which change requests are evaluated for each stage of the project within each project Phase.

Document clear traceability between the source of identified changes and the HRP Change Request Log. - For example, the Change Request ID should be indicated on the HCM Configuration Changes workbook for the identified configuration change.

**HRP Steering Committee Proposal**

The Phase 1 Functionality List has become the agreed upon scope for Phase 1 implementation. Change requests tracked in our log will then be reviewed in light of this list and the previously stated Change Control Criteria.

Significant Risk

- 2. Project Controls
- 2.4 Resources

**QA Recommendations**

Each Sponsor Department should identify the number of HRP team members and density required to complete assigned tasks that are critical to go-live within the timeframe required to achieve go-live. To create staff capacity if needed:

- Temporarily and aggressively reassign non-HRP responsibilities of HRP team members to other, non-project staff to free up time for project tasks that are critical to go-live.
- Temporarily borrow staff from other Departments to either backfill on non-HRP tasks or to take on HRP tasks as appropriate.

**HRP Steering Committee Proposal**

The HRP Project Team will support each Sponsor Department in identifying critical staff and aggressively reassigning their non-HRP responsibilities to complete assigned tasks. This may include temporarily borrowing staff from other Departments as appropriate.

Significant Risk

- 2. Project Controls
- 2.4 Resources

**QA Recommendations**

Before the end of the planned 30-day post go-live Workday support period, determine if continued Workday staffing is needed to support City staff who are maintaining integrations.

Plan for and provide post-go-live support for Workday/PaySR integrations to augment the City integrations team until the City team can support those integrations independently.

Significant Risk

- 2. Project Controls
- 2.5 Risks and Issues

**QA Recommendations**

Identify a single owner of the RAIDQ Log who will be responsible for maintaining it daily with impact assessments and RAIDQ ID owners identified immediately.

Significant Risk

- 2. Project Controls
- 2.5 Risks and Issues

**QA Recommendations**

Document a Risk and Issue Management Process that defines the procedures for evaluating and managing RAIDQs. This includes:

- Clearly defining and communicating the values utilized for RAIDQ States and Impact levels.
- Establishing service level agreements for each RAIDQ type and impact level.
- Following the decision making and escalation process as defined in the Project Charter to ensure RAIDQ items are resolved by the appropriate authority and in a timely manner.
- Defining the criteria by which a RAIDQ item results in a project change and/or a change request to be submitted to the Change Control Board. This includes documenting the Change Request ID to the associated RAIDQ item on the RAIDQ Log.
- Clearly documenting the resolution or mitigating action for RAIDQ items that are Closed.
- Meeting on a regular basis with PMO and Workstream Leads to focus solely on the progress and resolution of RAIDQ items.

**HRP Steering Committee Proposal**

Before the end of the planned 30-day post go-live Workday support period, determine if continued Workday staffing is needed to support City staff who are maintaining integrations.

Plan for and provide post-go-live support for Workday/PaySR integrations to augment the City integrations team until the City team can support those integrations independently.

**HRP Steering Committee Proposal**

The HRP Project Team will identify a single owner of the RAIDQ Log.

**HRP Steering Committee Proposal**

The HRP Project Team will document and communicate the existing Risk and Issue Management Process.

**Significant Risk**

4. Solution Development and Implementation  
4.1 Business Processes and Requirements

**QA Recommendations**

Prior to Phase 1 go-live, develop a single project artifact containing the latest configuration design for all Phase 1 functionality, including setup values, event reasons, and business processes. Particularly, Gartner recommends a final design document for each of the aforementioned items (e.g., a design workbook for each HCM business process). This includes updating Phase 1 integration design documents and report design documents with the latest configuration decisions.

The City of LA Workstream Leads should review and approve the final design documentation. - This effort will not only assist with validating all critical functionality & requirements have been captured for Phase 1 (i.e., may uncover hidden requirements), but can also be leveraged to verify all in-scope configuration has been migrated and applied in the Gold Tenant prior to Cutover.

**HRP Steering Committee Proposal**

Existing Workday Service functionality includes the ability to dynamically document the latest business processes configuration. The HRP Project Team will utilize existing functionality for Business Process documentation purposes.

**Significant Risk**

4. Solution Development and Implementation  
4.1 Business Processes and Requirements

**QA Recommendations**

Work with Departments to fully document end-to-end business processes related to Workday, including identification of steps that will be done outside of Workday.

Communicate changes in business processes to the Training team daily to allow any significant process changes to be reflected in training materials provided to department end users as soon as those changes are known.

**HRP Steering Committee Proposal**

The HRP Project Team will confirm existing end-to-end business processes documentation includes steps that will be done outside of Workday.

The HRP Project Team will continue to communicate changes in business processes to the Training team.

**Significant Risk**

4. Solution Development and Implementation  
4.4 Testing

**QA Recommendations**

Reevaluate open defects and test scenarios against the Steering Committee's agreed upon set of functionality and incorporate into the tests required to meet E2E testing exit criteria.

Evaluate existing and new change requests against the Steering Committee's agreed upon set of functionality and incorporate into the tests required to meet E2E testing exit criteria.

Workday and the City Project Team should work collaboratively and agree on defect priorities based on the Steering Committee's agreed upon set of functionality.

**HRP Steering Committee Proposal**

The HRP Project Team will continue to evaluate open defects and test scenarios against the agreed upon set of functionality.

The HRP Project Team will continue to evaluate existing and new change requests against the agreed upon set of functionality.

Workday and the HRP Project Team will continue work collaboratively to evaluate and agree on defect priorities based existing criteria established by the Change Control Board.

Significant Risk

5. Data Management

5.1 Data Controls

**QA Recommendations**

Ensure that HRP training and procedures clearly delineate for department users what tasks are to be completed in HRP and what tasks will remain in PaySR.

**HRP Steering Committee Proposal**

The existing HRP Project documentation delineate what tasks are to be completed in HRP and what tasks will remain in PaySR.

Significant Risk

5. Data Management

5.1 Data Controls

**QA Recommendations**

Where Workday is replacing PaySR as the system of record, ensure that the same level of data validations are configured in Workday, prior to the Gold Build Tenant. - There may be certain data that is displayed in both systems. For such individual data elements (i.e., screen fields), users will need to understand what is the system-of-record and should not be able to update data in both systems; users will also need to understand the timing for when updates will be reflected in the other system where the data element may be referenced. Examples of such data elements are likely in the areas of Compensation or Position Control, which Gartner understands are being enabled in HRP, and tie closely to employee Pay and Financial parameters, which remain in PaySR and other legacy systems.

**HRP Steering Committee Proposal**

The HRP Project team identified key validations that were configured in Workday. Existing data validations will remain in PaySR and other legacy systems.

Significant Risk

5. Data Management

5.2 Data Conversion

**QA Recommendations**

Update the Data Conversion Strategy to reflect the Phased go-live approach.

Update and maintain the Data Conversion Defect Log to reflect all conversion-related defects and their status. - Address Blocker Defects as a priority for Phase 1 testing prior to the Gold Tenant Build.

**HRP Steering Committee Proposal**

The HRP Project Team will review and update the Data Conversion Strategy accordingly.

The HRP Project Team will continue to update and maintain the existing Data Conversion Defect Log per the recommendations.

Significant Risk

6. End User Implementation

6.3 Support

**QA Recommendations**

Operationalize the HRP Sustainability Plan prior to go-live by communicating it to stakeholders and mobilizing the roles/structures that will need to be in place post go-live.

Revise Exhibit G of the Workday contract to reflect the phased implementation approach.

**HRP Steering Committee Proposal**

The support model is already defined. The HRP Project Team will operationalize the Sustainability model during the planned "Support Model Trial Run" activity.

The existing Change Order (CO) that is in process reflects the phased implementation approach. Once executed, the phased approach will be reflected in Exhibit G of the Workday Contract.

**APPENDIX A (Detailed Status Report)**



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

As of Mar 4, 2022  
 Next SC: Mar 9, 2022



Key Accomplishments	HRP Dashboard																										
Phase 1 E2E testing, and break/fix continues to be the focus. The team requires additional time to meet Gold build entry and E2E Exit Criteria. The Steering Committee met three times this week to review testing results, Entry/ Exit criteria and Go Live options. The plan is to continue to work towards resolution on Critical and High defects as well as integration testing allowing the project to move closer to completing criteria for the next steps.	Area	Status/Trend																									
<b>Functional/Technical</b>	Overall – Production Tenant build is delayed until the Gold Build Entry criteria is met. The build will take 4 weeks to complete then require an additional 2 weeks for data validation and data catch up transactions. Current testing status will impact the April go live date. End User training started this week.	↓																									
<b>Phase 1:</b>	Schedule – The team continues to require additional testing and break/fix time to close out Gold Build Entry criteria and E2E Exit Criteria. Change requests are also impacting the schedule. The go live date will need to be altered to accommodate additional testing, break/fix and the continued request for new changes from PER.	↓																									
<ul style="list-style-type: none"> <li>HCM, provided support for the HCM Core, Payroll, Integration, and remaining Department testing efforts. Completed Configuration updates required to resolve test defects. Staged Data for Controller's E2E INT5000 Test Scenarios. Completed LA8 tenant review in preparation for the Gold Build. Loaded LAPD Role Assignments. Loaded additional CAO Role Assignments. Met with LAPD to review 28-day redeployments and transfers in WD.</li> <li>Comp, Step Progression Testing - In progress. Continued supporting various test efforts for Phase 1.</li> <li>Integrations, supporting Phase 1 testing, INT5000 PaySr extract work continue with very few WD defects or issues.</li> <li>Payroll, continued support for Phase 1 &amp; FMS payroll integration testing &amp; FMS integration. Work with Pay team to make pay election adjustments to notifications</li> <li>Security, Discussed reporting and integration security support by the City security team and continued discussion on the Gold Build SSO and Post-Production SSO access.</li> <li>Reporting, supporting migration of reports from LA5 to LA8 after unit test. Defect fixes for Reports.</li> </ul>	Scope – E2E testing scope continues to expand with additional change requests. These requests require updated configuration, may have impacts to integrations and will need additional test scenarios. These changes will require additional time and need to be tested prior to the Gold build starting.	↓																									
<b>Phase 2:</b>	Resources – Resources should be aligned with the original staff plan.	↓																									
<b>OCM and Training</b>	<table border="1"> <thead> <tr> <th colspan="3">Key Upcoming Project Activities</th> </tr> <tr> <th>What</th> <th>When</th> <th></th> </tr> </thead> <tbody> <tr> <td>E2E End-to-End Testing for Phase 1 (HCM/Comp)</td> <td>Feb</td> <td></td> </tr> <tr> <td>Phase 1 Integration Development (Cornerstone)</td> <td>Jan</td> <td></td> </tr> <tr> <td>Phase 1 Integration Testing 6 of 30 complete</td> <td>Jan</td> <td></td> </tr> <tr> <td>Phase 1 Reports Testing (Dept Testing – in progress)</td> <td>Mar</td> <td></td> </tr> <tr> <td>Gold Tenant Build</td> <td>Mar</td> <td></td> </tr> <tr> <td>Phase 2 – FMS Integration Testing</td> <td>Jun</td> <td></td> </tr> </tbody> </table>			Key Upcoming Project Activities			What	When		E2E End-to-End Testing for Phase 1 (HCM/Comp)	Feb		Phase 1 Integration Development (Cornerstone)	Jan		Phase 1 Integration Testing 6 of 30 complete	Jan		Phase 1 Reports Testing (Dept Testing – in progress)	Mar		Gold Tenant Build	Mar		Phase 2 – FMS Integration Testing	Jun	
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<ul style="list-style-type: none"> <li>OCM, tracked down answers and follow ups to Change Discussions. Supported the first week of training delivery. Continued tier 1 check ins and follow ups. Continued drafting end user training. Continued drafting and distributing communications.</li> <li>BP, continued reviewing phase 1 business processes with CAO and PER. Continued documenting detailed future state payroll processes.</li> <li>Training, City SMEs assigned to the upcoming training sessions. Currently 270 trainees have been assigned the HCM curriculum with roughly 57% completing both the pre-requisite training(s) and registration for both courses. End user training started this week with 72 users trained in 5 sessions.</li> </ul>																											



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

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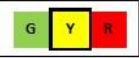


**Workstream Status – Phase 1**  
 Activity Dashboard: Last Update 3/4/22

Workstream	Status	Workday Lead	Update
Absence		Jevon Yu	<p><b>Summary</b>            -No Absence activity this week. Team supporting Phase 1 testing.</p> <p><b>Issues in specific areas:</b>            -Distribution of Request Leave of Absence requirements matrix to departments            -Worktags on Time Offs            -Open RAIDQ items 344, 687</p>
Benefits		Ann Puetz	<p><b>Summary:</b>            Met with the Employee Benefits Department to set expectations for Phase 2. Will begin regular status meetings in the next few weeks when HCM slows. The Benefits team focus has been shifted to the HCM items needed to be completed for phase 1.</p> <p><b>Highlights:</b>            -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 Contribution Dates.            -RAIDQ- 518: Action item from 3/16/2021 meeting with LACERS: Daniel Powell - follow up with integrations to determine if a pre-file can be obtained out of the system before the final payroll run so LACERS can get a heads up on who is enrolled. Without this pre-file, they have to wait until they get the pay results file.</p>
Change Management		Jonathan Ruprecht	<p><b>Summary:</b>            Tracked down answers and follow ups to Change Discussions. Supported the first week of training delivery. Continued reviewing phase 1 business processes with CAO, Controller, and PER. Continued documenting detailed future state payroll processes. Continued tier 1 check ins and follow ups. Continued drafting end user training. Continued drafting and distributing communications.</p> <p><b>Issues in specific areas:</b>            •Workstream – On Schedule            •Staffing – Good</p> <p><b>Outstanding Actions/Decisions:</b> Identify Department Change Champions, Continue Drafting Change Discussion Guides, Submit Training Needs Assessment Deliverable</p>
Compensation		Eunice Jung	<p><b>Summary:</b>            -Step Progression Testing - In progress - Payor extraction date is AFTER the PP's we're testing so worker's were converted with the step increases already, therefore no one was getting picked up in the INT5000. City agreed to testing the next pay period instead, PP26.            -Mass Raise Testing: 500+ mismatches but City identified as being not critical since this is for June/July '22 COLA's. Robin will help coordinate this effort between ERD and ITA to ensure these are all updated correctly post go-live.</p> <p><b>Issues in specific areas, in order:</b>            1) Staffing: Labor Negotiations begin week of 1/31 - Limited ERD availability            2) Repeating compensation conversion issues - Some issues seem to come up for every build causing delays in the build time as well as revisiting decisions.</p> <p><b>Outstanding RANDS for Phase 1:</b> 951, 952, 718, 373, 925</p>
Data Conversion		Ramon Baez	<p><b>Highlights:</b>            -OCU - Working on issues related to Change Job EIB            -Prepping for 2/28 start to next Build</p>



**Project: Human Resources and Payroll** As of Mar 4, 2022  
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 LA PM: Raelynn Napper, WD PD: Brad Hoenshell, WDEM: Ken Chambers



ID	Short Description	Days Late	Responsible
926	Addressing potential liabilities associated with Late Payments to employees due to failure to submit timesheet or proper authorization of appointment.	62	Janet Laszlo, Marvin Avila, rosemary.go@lacity.org
946	Reporting team to review following reports that are impacted from the phased approach: -Remove/Adjust Y-Rates -Deductible Absences for Step Progression	48	Amy Krishnan, Katie Davis
951	Current PaySR permanent bonus plan exceptions: plan assignments outside of MOU rules	7	isophine.atkinson@lacity.org
952	Current PaySR permanent bonus plan calculation method/frequency exceptions outside of MOU rules	21	Chris Yang
953	Missing Role Based Assignments in lacity8   Needed to identify trainees.	55	Fatima Demesa, Marvin Avila, Sarah Deiulis
954	How do we know if employee is retired?	51	Amy Krishnan, Chad Kodet, Katie Davis, Sonja Chappell, Tori Watkins
958	Data Conversion for work schedules for PaySR non-FLSA departments. The data is not maintained in PaySR for some of these departments, such as GSD. How will this information be updated in WD?	34	Chris Yang, Jonathan Biton, Raelynn Napper
959	Comp Default on positions does not accurately reflect the way the City reports on the data for budgeting purposes.	14	isophine.atkinson@lacity.org, Tracy Ryan
960	In phase 1, when an employee (EE) goes on leave, PAYSR will be the system of record. If there are transactions in WD, such as a job change, PAYSR will ignore that transaction. When the employee comes off leave in PAYSR, WD will become the master system. PAYSR will update the employee's record to what it is today in WD.  How do we manage WD transactions for an EE who is on leave in PAYSR? Will EE records in WD have any indicator that the EE is on leave?	7	Marvin Avila, Sonja Chappell
967	Payment Elections and EWS	4	Sam Magoun
971	What tables and data will need to be updated in both WD and PaySR, what is the timing, and who is responsible for making the updates. This needs to be documented and shared with all involved prior to go-live so we can make sure training and process documentation is updated and correct.  OCM Impact	7	jonathon.ruprecht@accenture.com, Robin Murphy
984	Who should have access to Edit Integrations Reference IDs?	4	Marvin Avila

HRP Dashboard as of 3/8/22

Respectfully submitted,

Ted Ross  
 Chief Information Officer, General Manager

- ec:
- Jeanne Holm, Office of the Mayor
  - David Hersch, Council District 5
  - Dana Brown, Personnel Department
  - Leticia Ortiz, Personnel Department
  - Grayce Liu, Personnel Department
  - Crista Binder, 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