



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Serving Equal Opportunity Employers"*

**OPM 03-37**

**DATE:** September 18, 2003

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over a light gray rectangular background.

**RE: Agency Management PeopleSoft Implementation Briefing**

The CORE Project Team, in coordination with the Office of State Finance, the Department of Central Services, and the Office of Personnel Management, presented Agency Management briefings on September 3 and September 9, 2003, at the Concourse Theatre in the Capitol complex. The purpose of these briefings was to provide agency directors and their senior staff a review of the PeopleSoft system and an update on the progress and status of the project, as well as answer questions about the system.

While the meetings were well attended, some agencies' representatives may not have been able to attend. To ensure that all agencies are kept informed regarding the PeopleSoft project, the Power Point presentation from the briefing is attached for your review. The presentation and other information regarding the project are also accessible on the CORE web site:

CORE Web Site: <http://www.youoklahoma.com/coreoklahoma/>

Presentation: [http://www.youoklahoma.com/coreoklahoma/agency\\_pres.pdf](http://www.youoklahoma.com/coreoklahoma/agency_pres.pdf)

If there are questions or if additional information is needed, please contact Jeanie Robards, CORE Oklahoma Change Management Lead, at (405) 962-2420, or at [jeanie.robards@core.state.ok.us](mailto:jeanie.robards@core.state.ok.us).

Attachment

*"We serve the people of Oklahoma by delivering reliable and innovative  
human resource services to our partner agencies to achieve their missions."*

Slide 1



Good morning/afternoon, my name is Jim Lippert and I work for the Office of Personnel Management. However, for the last 10 months or so, I have been on loan to the CORE Project in a Change Management capacity.

Today, the CORE project team is going to provide an overview briefing that will provide additional information about the PeopleSoft system as installed for Oklahoma state government.

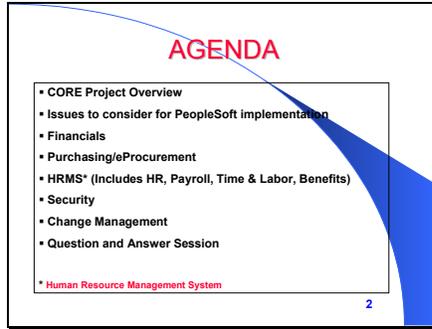
Before I begin, let me introduce some of the key players in the CORE project. By the way CORE is an acronym standing for Communication, Operations, Reporting, Enterprise. This is a variation on the acronym ERP, which stands for Enterprise Resource Planning. As many of you know, ERP has become the buzzword in our fast-paced communications and data intensive world.

Some of our team are:

Jerry Stillwell, Joe Fleckinger Oscar Jackson, Lezlie Thiery, Carol Barton,

The CORE team has been a synergistic effort primarily among four entities: PeopleSoft, Maximus, the CORE team, and state of Oklahoma agencies like the ones you represent here today.

Slide 2



**AGENDA**

- CORE Project Overview
- Issues to consider for PeopleSoft implementation
- Financials
- Purchasing/eProcurement
- HRMS\* (Includes HR, Payroll, Time & Labor, Benefits)
- Security
- Change Management
- Question and Answer Session

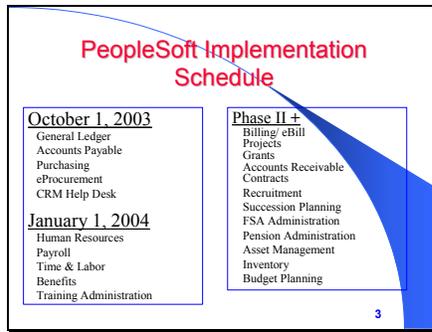
\* Human Resource Management System

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Here's a quick preview of what we plan to do here today. In consideration of all of your busy schedules, I would like to make the PowerPoint presentation and then provide a question and answer period at the end.

Since I'm predominantly an HR person, your questions about financial issues will be much better handled by the corps of people sitting here.

Slide 3



**PeopleSoft Implementation Schedule**

<b>October 1, 2003</b> <ul style="list-style-type: none"><li>General Ledger</li><li>Accounts Payable</li><li>Purchasing</li><li>eProcurement</li><li>CRM Help Desk</li></ul>	<b>Phase II +</b> <ul style="list-style-type: none"><li>Billing/ eBill</li><li>Projects</li><li>Grants</li><li>Accounts Receivable</li><li>Contracts</li><li>Recruitment</li><li>Succession Planning</li><li>FSA Administration</li><li>Pension Administration</li><li>Asset Management</li><li>Inventory</li><li>Budget Planning</li></ul>
<b>January 1, 2004</b> <ul style="list-style-type: none"><li>Human Resources</li><li>Payroll</li><li>Time &amp; Labor</li><li>Benefits</li><li>Training Administration</li></ul>	

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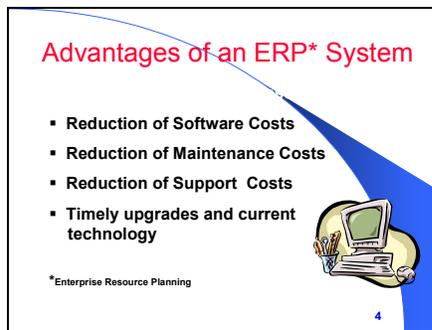
OSF 8/11/2003

Clarify Phase I

Phase II is a combination of Phase I and Phase II for the user agencies.

Each user agency will have to come on Phase I modules and expand on to the Phase II suite of modules.

Slide 4



**Advantages of an ERP\* System**

- Reduction of Software Costs
- Reduction of Maintenance Costs
- Reduction of Support Costs
- Timely upgrades and current technology

\*Enterprise Resource Planning

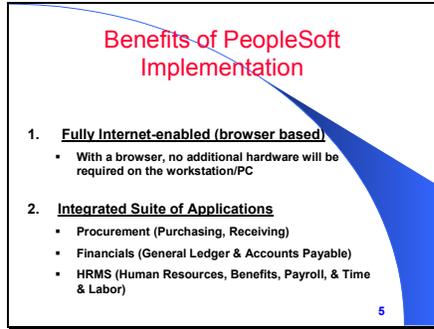


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Reporting functionality will allow the agencies up-to-date as well as past and future access to data. This enhanced feature will provide managers better reporting tools for their own agency's use, as well as for the providing information to the legislature, federal authorities, and others.

Slide 5

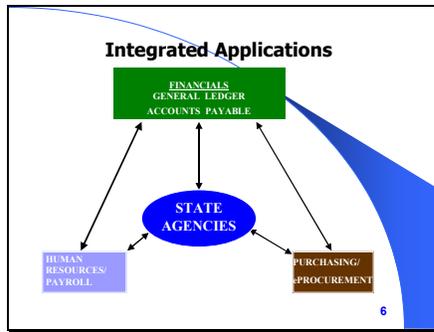


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1) Because the application is web-based, there should be no equipment cost outlay for the agencies.

2) The suite of applications is a seamless integration between functionality and dynamic General Ledger updating.

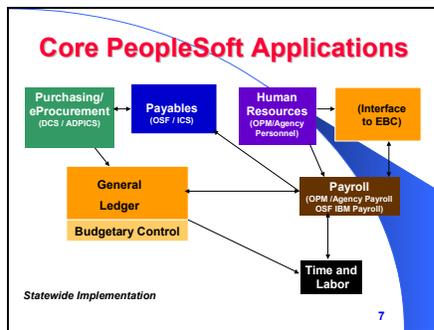
Slide 6



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This slide shows the integration of the applications and how each application interfaces with each other. For example, procurement upon the creation of a Requisition, PO, or contracts sets up by integration the accounts payable and general ledger updating.

Slide 7



This additional slide shows the relationship in more detail, as well as identifying what the current system looks like.

Slide 8

**STATE AGENCY ISSUES  
TO CONSIDER FOR  
PeopleSoft IMPLEMENTATION**

- ❑ Services impact delivery
- ❑ Location of functions
- ❑ Revised work processes
- ❑ Organizational mission and goals reviewed
- ❑ Number, composition, and skill set of staff
- ❑ Ratio of supervisors to non-supervisors

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Every agency has its own mission and operating procedures. The following suggested issues highlight some of the possible implications of implementing the PeopleSoft system. The purpose of these two slides is to increase your awareness and to stimulate more questions and perspectives that can only be addressed within each of your own organizations.

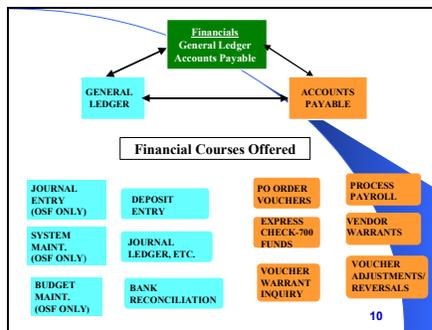
Slide 9

**STATE AGENCY ISSUES  
TO CONSIDER FOR  
PeopleSoft IMPLEMENTATION  
(CONT.)**

- ❑ Data verification and correction points
- ❑ Report status and generation
- ❑ Agency internal audit and reporting
- ❑ Work schedules
- ❑ Internal points of process reviews

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Slide 10



In order for the PeopleSoft system to be correctly and completely assimilated into the state system, training is an integral tool in this implementation. Training is currently being conducted for the financial and purchasing/procurement systems from 4 August to 30 Sept. Training for the HRMS module, including payroll, benefits and time and labor, will be done before the January 1, 2004 go-live for those modules.

Slide 11

**FINANCIAL INTEGRATION**

- ❖ Payments to vendors across funding sources (planned)
- ❖ Direct interface from Payroll to GL and AP
- ❖ Direct interface from Purchasing to AP
- ❖ Duplicate invoice checking
- ❖ Credit expense accounts for returned items

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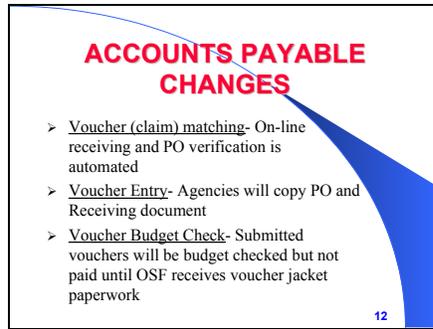
Current system have separate checks for each fund. With the new system, the agency can write one check across several funds, (For example the ATT Invoice). This feature should reduce the number of checks written and handled each day.

The new system will create vouchers for payroll with holdings instead of being manually entered as they are now. This feature should be a real time saver.

Funding lines are created at the time of the Purchase Order set up. The Accounts Payable person will not have to key all that information, but will be able to copy from the purchase order and mark for payment. This feature should reduce errors and create efficiencies.

Invoice numbers are entered in the new system and the system will check for duplicates and this should eliminate the time spent correcting erroneous payments. Because the system provides the invoice number on the check stubs, the staff will not have to copy and send the vendor the invoice. This feature should save time, handling and mailing costs.

Slide 12



**ACCOUNTS PAYABLE CHANGES**

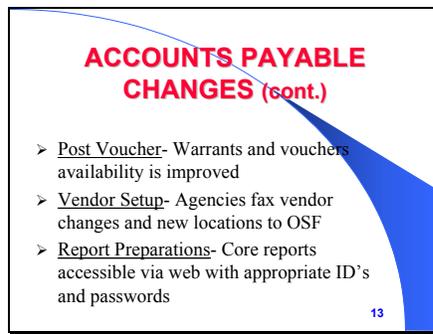
- Voucher (claim) matching- On-line receiving and PO verification is automated
- Voucher Entry- Agencies will copy PO and Receiving document
- Voucher Budget Check- Submitted vouchers will be budget checked but not paid until OSF receives voucher jacket paperwork

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The voucher matching feature provides on-line receiving. The agencies can now document quantity received and partial payments can be made instead of waiting for all the invoice goods to arrive.

Budget checks will still provide for budget control.

Slide 13



**ACCOUNTS PAYABLE CHANGES (cont.)**

- Post Voucher- Warrants and vouchers availability is improved
- Vendor Setup- Agencies fax vendor changes and new locations to OSF
- Report Preparations- Core reports accessible via web with appropriate ID's and passwords

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Vouchers can be created at any time and then paid when ready. The employee can mark for payment at a later date and this feature should help work loads for the employees.

Vendor setup will be available by faxing the information to the Office of State Finance, (Forms on the OSF website) and will be available on the system in a timely manner.

The new system will allow printing of reports at any time throughout the month, not just at month end. Agencies will be able to see how they are doing on any given day and print reports when needed.

Slide 14

**GENERAL LEDGER CHANGES**

- View Information - Cash Balance and Allotment Budget balances available to agencies on screen
- Month-end Reports - will be available on screen or printed in agency
- Deposits - Deposits and transfers will be entered into PeopleSoft

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Information about each agency will be available at any time on line with proper security access.

Month end reports will be available throughout the month to review for the progress view.

Deposits and transfers will be entered into the new system instead of the State Treasurer's system.

Slide 15

**Financial Advantages**

- Robust Reporting Tools
- CAFR Reporting will be manageable
- Integration allows all the business transactions to be captured in the General Ledger
- Budget tolerances are set up so that managers can't overspend their budgets.
- Matching rules are set up to validate the purchase order, invoice, and receiver, or any combination, before a payment is processed.

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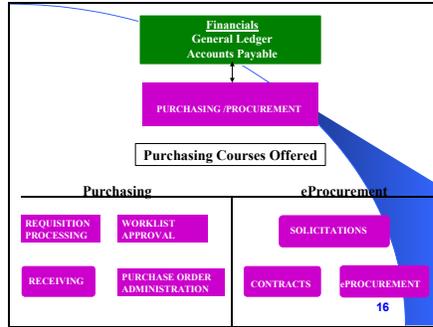
Initially, the new system will not eliminate the closing packages required for CAFR reporting. As the other modules are implemented, the closing packages required from the agencies should be greatly reduced.

Basic trial balance information will be available on line.

Agencies will still enter budget information through ICS for this year and information will interface to the new system. Budget controls will still be in place.

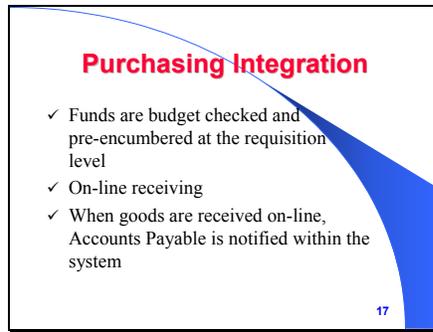
The matching rules are available to ensure correct payments are made to the correct vendor at the appropriate time.

Slide 16



As with the financials, purchasing and procurement have a catalogue of courses that will be offered not only for implementation but in some form, for on-going training for new employees-either new to the state or new to this discipline

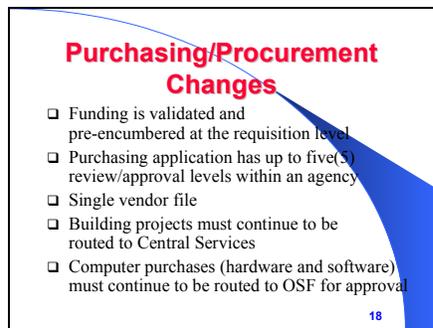
Slide 17



Acquisitions are budget checked and pre-encumbered at the requisition level. So the agency knows up front, if the funding is available.

On-Line receiving is available. This feature will ensure that products and services have been received before payments can be processed through the Accounts Payable module.

Slide 18



The validation and pre-encumbrance at the requisition level is a new feature. Again, the funding is checked with actual encumbrance at the Purchase Order or award level.

Workflow is a flexible tool that can utilize up to 5 electronic levels of approval. However, workflow does not replace the internal controls and routing imposed by agency policy.

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**Purchasing/Procurement Changes (cont.)**

- ❑ Vehicle purchases must continue to be approved through DCS-Fleet Management Division
- ❑ On-line receiving is available within the new system
- ❑ Delinquent vendors are tagged for agency information
- ❑ Disability vendors are tracked for agency information
- ❑ Trade-ins (discounts) are tracked

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PeopleSoft does not eliminate the legal requirements to route documents to appropriate agencies for sign off and approval.

Buyers will be automatically notified if a product is available through a handicapped vendor.

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**Purchasing Advantages**

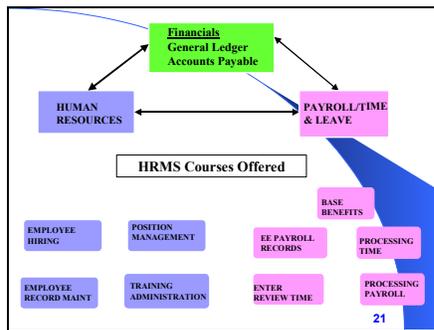
- ❑ Automated routing and online approvals
- ❑ Use of favorites for frequently ordered items
- ❑ User-friendly query tool for ad hoc reporting
- ❑ Automated Matching of Invoice/Claims, PO, & receiving
- ❑ Online creation of solicitations and contracts
- ❑ User-friendly requisitioning --more graphics, more use of catalogs, etc.
- ❑ Additional status inquiries, graphic life cycle

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In summary, the Purchasing advantages include automated routing and notifications. The new system has more up-to-date user friendly features such as the use of favorites and query reporting. The system integrates with Accounts Payable through on-line receiving. This feature provides agencies greater control over proper payments.

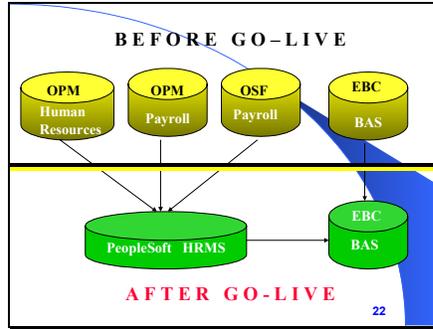
The Purchasing module clearly positions the state, to build greater ease and efficiencies into the procurement process.

Slide 21



These courses will, like the others in financials and purchasing/procurement, will enable current and new state employees to function effectively within the PeopleSoft system

Slide 22



As the upper half of the slide indicates, this is how the HR systems works now, while the lower half illustrates how the system will work after go-live in January 2004

Slide 23

### HRMS INTEGRATION

- Dual entry will be eliminated with any pay change, due to the new system sharing tables between HRMS functions, i.e., HR, Payroll, Time and Labor and Benefits
- Upon confirmation of a payroll, an automatic entry is made to the General Ledger
- Payroll withholding will be fed automatically to Accounts Payable

Each of these steps is improvement over how the current systems work

Slide 24

### HUMAN RESOURCES CHANGES

The following HR transactions will occur under the PeopleSoft system:

- Hiring and employee file maintenance
- Job Changes
- Compensation Changes
- Terminations
- Funding Changes

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With the legacy systems, the HR module did not touch many of these functions. However, with the new PeopleSoft system, HR will be providing the funding changes, compensation changes as well. The new system is setting up for time and labor allocation that will help when the Projects and Grants modules.

Slide 25

### PAYROLL/TIME & LABOR CHANGES

The following Payroll/Time & Labor transactions will occur under the PeopleSoft system:

- > Enter Time
- > Time Processing
- > Additional Pay Items
- > Garnishments
- > Payroll Adjustments

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Even though we have discussed these issues on the previous slide, it is important to note that the changes impacted by the installation of the Time & Labor module which will capture the time and labor distribution throughout the HRMS system.

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### HRMS ADVANTAGES

- > Elimination of duplicate data (and data entry)
- > Timely HR data
- > Fewer retroactive pay adjustments
- > Common business processes
- > Fewer system interfaces
- > More efficient payroll processing
- > Standardized time entry
- > Better HR reporting

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With a workforce of over 36,000 and a payroll of over 1.1 billion per year, these enhancement translate into real dollar savings

Slide 27

### PeopleSoft Application Security

- ✦ Application security will be based on the user's sign-on ID
- ✦ ID's will be assigned in the system consistent with roles defined by the agency
- ✦ The roles will grant access to the appropriate pages and data for that user



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With the problems of computer security becoming as very real issue in today's interconnected society, both the state and PeopleSoft have made security in the new system top priority

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**Change Management  
Communication Tools**

- ✓ Project Website Contains:  
PeopleSoft System Functionality, Process Changes, Business Process Flows, Q&A, Newsletters, New Terminology, and Functional Documentation
- ✓ Open Forums
- ✓ Employee Training - Sandbox
- ✓ Executive Steering Committee
- ✓ After Go-Live CORE Help Desk and Tip Sheets  
VISIT US!

[www.state.ok.us/coreoklahoma](http://www.state.ok.us/coreoklahoma)

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Finally, the entire project is dependent upon making sure that not only the heads of agencies are informed about the project, but that virtually every employee is kept informed of progress, and more importantly, realizes that his/her job will in some degree be affected by this implementation. This role has been the responsibility of what is known as change management, headed up by Jeanie Robards with able assistance from Julie Dvorak. Here are just some of the activities that Change Management has been involved with.

Slide 29





**Questions?**

<http://www.state.ok.us/coreoklahoma>

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