

Oakland County Department of Information Technology Project Scope and Approach

Project Name: Multiple Components of Pay

Project ID:

Leadership Group: Finance/Administration			
Department: Human Resources		Division: General Administration	
Project Sponsor: Cathy Shallal	Date Requested: July 5, 2005	PM Customer No.	
Request Type:	<i>New Development</i>	<i>X Enhancement</i>	<i>Customer Support</i>
	<i>Planned System Maintenance or Upgrade</i>		
IT Team Name: Finance/Administration		IT Team No:	
Project Manager/Leader: Chithra Chakrapani			
Account Number:	Account Description:	Customer Name:	
Grant Funded? Yes No <input checked="" type="checkbox"/>	Mandate? Yes No <input checked="" type="checkbox"/>	Mandate Source:	

Project Goal

To implement the Multiple Components of Pay functionality of PeopleSoft which defines pay components and enables processing of Payroll from Human Resources, utilizing the PeopleSoft Time and Labor module, as the system was designed to do.

Business Objective

To reduce errors in processing employees' pay, increase productivity by saving payroll staff time in checking prior pay adjustments for correct pay, remove a number of customizations to the system, and displays employee compensation on the system accurately.

Major Deliverables –

- Eliminate underpaying and overpaying employees
- Service increment and bonus amounts included in employee's biweekly rate so it flows through time and labor and the financial system as designed
- Service increment and bonus amounts will display accurately as total salary amounts on the system
- Remove a number of customizations to the system (i.e. Ser inc program which updates the Oakland Active page and inserts a row to employee job data
- Display service increment and bonus amounts as total salary amounts on employee self service and manager self service pages.
- Eliminate some additional pay codes
- Employee pay information flows through HR, Time and Labor, and the Financial system as designed

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Approach

- HR will create compensation rate code descriptions
- HR will enter these new rate code descriptions to 30 employees job data pages
- IT will create an SQR to mass update the 644 employees with service increment
- IT will revise HR, Payroll, Benefit and Retirement reports and form programs
- IT will write a SQL to place end dates on additional pays
- IT will develop a report for Retirement unit and a report for Financial staff
- HR will revise their queries
- HR will test the mass change process and IT may have to revise this program
- HR will test and IT may have to make adjustments
- HR will train staff on new procedures and notify employees of changes

Business Objective

Major Deliverables

Approach

Benefits

See Return on Investment (ROI) Analysis Document

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Impact

Number of Users 25% of population for service increment and 100% for self service modules.

Divisions

Entire County population

Leadership Groups

Finance/Administration

Risk

Business Environment

Technical Environment

Assumptions

Staffing Resources will be available for the hours indicated per the attached project plan.

The following roles and resources' availability will be as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:		
Project Manager:		
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:		

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Facilities

-
-

Technical

-
-

Funding

-
-

Other

-
-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s):		
Total Estimated Application Services	Hours:	Cost:
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated eGovernment Services	Hours:	Cost:
Total Estimated CLEMIS	Hours:	Cost:
Total Estimated Internal Services	Hours:	Cost:
IT Application Services Division Manager Approval:	Date:	
IT Technical Systems Division Manager Approval:	Date:	
IT eGovernment Services Division Manager Approval:	Date:	
IT CLEMIS Division Manager Approval:	Date:	
IT Internal Services Division Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Resource Manager Approval:	Date:	
IT Management Approval:		
Approved: Yes No	Date:	
Reason:		
Project Sponsor Approval:		
Title:	Date:	

PROJECT SUMMARY

Authorized Development (see above)	Hours:	Cost:
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours:	Cost:

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PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Office Review:	Date: