

# Oakland County Department of Information Technology Project Scope and Approach

**Project Name: Multiple Components of Pay**

**Project ID:**

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

## 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:

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

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**Facilities**

- 
- 

**Technical**

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**Funding**

- 
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**Other**

- 
- 

**Priority**

**Constraints**

- 
- 

**Exclusions**

- 
-

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## PROJECT PHASE AUTHORIZATION

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

## PROJECT SUMMARY

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

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**PROJECT COMPLETION AUTHORIZATION**

<b>Customer Acceptance of Product:</b>	
Title:	Date:
<b>Project Office Review:</b>	Date: