

Project Review Team – Meeting Minutes – August 12, 2015

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA)

- Departmental Management (DM)
- Food and Nutrition Service (FNS)

Department of Commerce (DOC)

- Patent and Trademark Office (USPTO)

Department of Homeland Security (DHS)

Department of Housing and Urban Development (HUD)

Department of Labor (DOL)

Department of Treasury (TR)

Federal Deposit Insurance Corporation (FDIC)

Smithsonian Institution

Department of Justice

Commodity Futures Trading Commission

NFC, GESD Representatives

- Gaynel Seibert, Project Control Branch (PCB)
- Alisa Wells, Chief, Web Requirements Branch (WRB)
- Ronald Douglas, Supervisor, WRB
- Pat Martin, Systems Requirements Branch (SRB)
- Santa Plummer, Supervisor, Applications Testing Branch (ATB)
- Francine Murray-Stewart, Supervisor, Payroll Web Systems Branch (PWSB)
- Phil Guarino, Legacy PPS Risk Mitigation (RMS)

Meeting Materials Provided

- Agenda
- Project Review Team, (PRT) Meeting Minutes May 6, 2015
- PRT Action Items May 6, 2015
- PRT Meeting Presentation August 2015
- Pay Period 20 Scheduled Release PRT August 2015
- Customer User Acceptance Test (CUAT) PRT August 2015
- *INSIGHT* Enterprise Reporting Solution PRT August 2015
- Risk Mitigation for Legacy Payroll Personnel Systems PRT August 2015

Welcome and Introductions – Gaynel Seibert

Gaynel welcomed and thanked everyone for their attendance. Roll-call was taken.

Recap of May 6, 2015 PRT Meeting – Gaynel Seibert

Minutes and handouts from the PRT meeting held May 6, 2015 were posted to the NFC Home Page on May 7, 2015 and are also provided via GovDelivery. If you did not receive this information, please send an email to PRTeam@nfc.usda.gov.

Review Action Items – Gaynel Seibert

There were two action items from the May 6th meeting. Both action items are closed.

PRT Updates – Gaynel Seibert

- PRT Standard Slides – Software Change Request and Incident Report statistics were provided for PPS, *EmpowHR* and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@nfc.usda.gov.
- PRT Reports – Reports were provided on August 11, 2015.
Note: If you are not receiving the reports, please send an email to PRTeam@nfc.usda.gov.

Ongoing Initiatives/Project Discussion

Note: Only FRDs for Community-Wide projects that are that are open to customer testing will be posted to the NFC Home Page.

- **Review Scheduled Release – CY15 PP20 – Ronald Douglas**

Pay Period 20 Scheduled Release handout for Community-Wide projects was provided.

The following SCRs were presented:

SCR 322161, Implement EmpowHR Online Editing of PRD Indicators – implement system logic to assist in the proper processing of pay rate determinate codes 5 & 7.

SCR 770323, EPP ESS Applied Transactions Report – report created in the Reporting Center to allow agencies to view their employee's applied self-service transactions completed through EPP. Pay Period and Year will be available to be viewed by agency.

SCR 993839, Add a Pop-Up Screen to EPP's 2809 (Premium Conversion) – for FEHB One Season, EPP modified to display a Pop-Up notification alerting the employee that his FEHB deductions will be taxed if premium conversion is not selected.

- **CUAT – Santa Plummer**

CUAT handout was provided. CY15 20 CUAT dates are September 15 – October 8, 2015. CAPPS notices are being prepared.

SCRs 766433, FEHB Self Plus One Enrollment and 906552, Architect of the Capitol EmpowHR Implementation, are scheduled for CY15 22. Internal system testing will be completed by September 1st. CUAT will take place in pay period 20.

- ***INSIGHT* – Francine Murray-Stewart**

INSIGHT Enterprise Reporting Solution handout was provided.

A high-level timeline was provided for DOJ Implementation of EmpowHR data (August 2015), CARS Modifications, FOCUS Reporting Areas Implementation Phase I (TMGT and MASC Tables), and Defining Scope for Build 3 for Daily T&A Data, and FOCUS Reporting Areas additional Phases (September/October 2015).

Recent accomplishments include the implementation of IE11 Upgrade and Locator/List Data, and completion of FOCUS Reporting Areas scope defined. A workshop was held for *INSIGHT* and FOCUS, and a meeting with CHCOs and HR Directors in Washington, DC.

Currently working on daily application monitoring, issue remediation and user support/training.

INSIGHT training is available. Requests should be sent to nfc.training@usda.gov.

- **Risk Mitigation for Legacy Payroll/Personnel Systems – Phil Guarino**

Risk Mitigation for Legacy Payroll/Personnel Systems handout was provided.

A high-level timeline was provided for detailed analysis of Phase 2 applications (all other non-payroll applications).

Accomplishments include completion of global assessment of inventory for non-payroll applications (April 2015).

Detailed analysis for Phase 2 applications (IDMS database components are being mapped to the relational counterparts) is currently in process. Phase I refresh of payroll/personnel applications returned to NFC and we are preparing for the next round of testing.

The earliest implementation of Risk Mitigation is a year from now. The implementation of SCRs that are mandated, regulatory, or deemed a priority could affect the completion of this project.

Customer Comments –

Denis McGuerin, HUD, inquired about training available from NFC. All training requests should be sent to nfc.training@usda.gov.

Closing Remarks – Gaynel Seibert

The next meeting is scheduled for November 4, 2015, 10:00 a.m. eastern time. An email will be sent out three weeks prior to the meeting requesting submission of any questions that you would like to discuss.