



PEOPLESOFT

**HCM**

eForms  
UAT Checkpoint

May 8, 2017

# AGENDA

1. Testing Update
2. Week 3 Testing
3. Security / Role Access
4. Reminders

# ACTIVITY

- 90 eForms have been created in UAT
  - Hire (79)
    - 31 Executed
    - 2 On Hold
    - 5 Partially Approved
    - 30 Pending
    - 10 Saved
    - 1 In Error
  - Job Change (10)
    - 5 Executed
    - 2 Pending
    - 3 Saved
  - Status Change (1) - withdrawn
- How is testing going from your perspective?

# GENERAL UPDATE

- Processing
  - Monthly pay for April being confirmed as per schedule
- Outstanding issues
  - Compensation rate validation when FTE < 1.0
  - Additional Pay
  - Out of Province updates incorrectly
  - Printing forms
  
  - Supplemental Pay (i.e., Market Pay or anything added to base compensation) – testing fix

## WEEK 3

- Continue Hire and Job Change, as required
- Status Change
  - Leave
  - Return from Leave
  - Termination (employee initiated)
  - Retirement

# WORKFLOW AND APPROVALS

- Faculty Reviewer Role
  - In HCM 9.0, majority of users with Faculty Reviewer role also had Faculty Approver
  - Workflow was customized to route certain Academic employee groups to Faculty Reviewer
  - With new eForms, leveraging PS delivered workflow
  - Now there is no difference in function between Faculty Reviewer and Faculty Approver

## REMINDER - LOGGING ISSUES

- One person from each Faculty to coordinate on Faculty's behalf
- Email issues to [TestHCM@ualberta.ca](mailto:TestHCM@ualberta.ca); include UAT in the **subject line**
- Provide as much detail as possible (***email or form***)
- Project team will review, triage and log a ticket, if necessary
- One issue per email, where possible

## REMINDER – TRACKING TESTING

- Please ensure you are tracking your test scenarios
- **Please send me your tracking sheets by noon on Thursday, May 11, 2017**



# SUPPORTS

- Training material will be made available throughout UAT (we appreciate your patience!)
- **University Terrace 2-47** will be available **Wednesday afternoons & Friday mornings** for testing and support
- eForms UAT site – <http://www.se2.ualberta.ca/eFormsUAT>

## REMINDER - OTHER NOTES

- UAT reflects data as of November 14, 2016
  - Won't include new combo codes, etc.
- UAT data is scrambled
  - **Don't search by SIN or Name**
- Effective Date – ensure this is correct when entered; if you change it, all Job related fields will be blanked out.