Self Service Human Resources (SSHR) Implementation Kickoff
Tuesday, 27 April 2010, 1:30 pm to 3:00 pm

RECAP NOTES

Attendees: (from Donna’s list) Alla, Sandhya; Allen, Beverly; Bevier, RuthAnne; Breau, Karen; Champagne, Scott; Chan, Tony; Diaz, Ciro; Dua, Kitty; Faatuaso, Sai; Gonzales, Dlorah; Gooding, Marjory; Higdon, Paula; Karhu, Sandy; Kong, Ron; Lin, Peter; Maldonado, Violeta; McCallin, Julia; O’Dea, Jim; Ryan, Christine; Santana, Angelica; Tiedeman, James Lee; White Castaneda, April; Wisner, Preston; Yanes, Anita; Yoder, R. Christopher; Lau, Donna; Chan, Tony

Meeting Information

Topic: Oracle SSHR Implementation Kickoff Meeting
Presenter: Scott Champagne, Oracle

Questions and Comments

✓ Will the Grad Payroll DLU be in or out of scope? Out of scope.
✓ Will this presentation be posted? It is posted on the SSHR project wiki. Use the link in “Meeting Information” above or go to https://wiki.imss.caltech.edu/ibs/MajorProjects/SSHR.
✓ How do you visualize training and roll-out? We plan to roll out SSHR in two phases. In Phase 1, EPAN will be replaced by SSHR. The transition will be fairly easy for the users, since they are already submitting changes electronically.
✓ Is there any workflow embedded in this product? Yes—approval steps, including mandatory approvals; email notifications to inform someone that a change has been made that needs to be reviewed, etc.
✓ How will this work with the Oracle R12 upgrade?
  o R12 goes live in July 2011. SSHR will be live in December 2010. The scope of this project (EPAN replacement for undergraduate students and staff) is small, but at the same time we will be building the infrastructure for future self-service rollouts—Compensation Workbench, for example.
  o Most of the R12 changes are occurring in the financial modules. Regular (i.e. government-mandated) patching has kept the HR modules up to date. Once the HR users are on SSHR, they will notice little change from 11i to R12.
✓ How does this change affect undergraduate students? SSHR will replace EPAN.
Scott and the team should be made aware of the times of the year when no one is on campus, and the other times when everyone is too busy with Caltech duties to participate in project activities such as training and testing. Examples are:

- Grad student check-in
- Winter break
- Week before Commencement
- Other?

**Action Items**

1. Email the Kickoff presentation to all of the Kickoff Meeting attendees. Scott
2. Provide a copy of the Caltech Academic Calendar to the project team. Karen