WORKING TOGETHER

COLLEGES
DISTRICT

LABOR
MANAGEMENT

SYSTEMS USERS
INFO TECH

**PROJECT MAESTRO**
MODERNIZING ALL EMPLOYEE SYSTEMS TO REVITALIZE OPERATIONS

# WHAT'S NEW

**NO. 21**                                                           **APRIL 11, 2005**

## WANTED:  ANSWERS!

While much of Project MAESTRO's emphasis is on developing a new computer system and updating the District's vast human resource, payroll, and benefit systems, improving employee access to information is an important aspect of this process. Information is important because unless and until it is used, it is just data.  Data has meaning but by itself, it is not meaningful.  This issue highlights the direction the LACCD is taking.

### WHERE IS THAT . . .?

When we want some information, we rely on a variety of tried and true techniques we've grown comfortable with.  We ask another employee—if we know whom to ask.  We look for a manual—somewhere. We look for a piece of paper that was filed—and discover it is not in the folder.  We make phone calls—and get voice mail.  To make some information more useful, we pull information from various "Green-bar" computer reports generated from the District's computer system and create a separate report.  These acts are repeated over and over hundreds of time each day as employees look for that one special piece of paper that contains a piece of information needed to complete a task.

In the new system, we will still have the same information—it will just be easier to access.  We will be able to get the information we need without having to find the right person to give it to us.

Part of the new process has begun.  When the new system rolls out July 1st, the process will escalate.  Here's what to expect:

- *Business Warehouse Reports (BW):*  "Green-bar" reports will give way to Business Data Warehouse reports.  The same information will be available; it will just be formatted for output by individual employees using their desktop printer rather than by "tech staff" using pin-feed line printers. The data will be more current than a "Green-bar" report and, when desired, employees will be able to easily export to Excel so they can create custom reports.

- *Infotypes:*  DEC Screens will yield to SAP Infotypes. Infotypes display the same data but do so differently. Instead of using several DEC screens to "look up" assignment information, an Infotype displays assignment information in summary form. A click on a given item will display the details.

Behold the tortoise.
He makes progress only when he sticks his neck out.
--- James B. Conant

- *Employee Self-Service (ESS):* Employee Self-Service (ESS) is an Internet password protected secure system that allows employees on-line access to personal data stored in the SAP system.  ESS will allow you to view (and print) your paycheck stub; benefit plans; vacation and illness leave information; emergency contact information; home and mailing address, etc. ESS will be limited to personal and benefit information when the new system goes live.  Assignment information will be phased in later.

As we become familiar with our new system's terminology, screens, and reports, it will soon become as familiar to us our legacy system.  We will soon wonder why we ever spent so much time "chasing " those Green-bar reports, assignment verifications, pay information, and the like!

### LET'S GET STARTED!

We do not have to wait until July 1st to start getting familiar with using technology to get  answers to our questions.  Go to www.laccd.edu.  Select Faculty & Staff Resources. Information is found on two tabs:  Resources Available from Any Computer and Intranet (District Network Only).  New sources of information are regularly added so check back frequently!

| Direct Link | Document | www.laccd.edu |
|---|---|---|
| Payroll Calendars | 2005-06 Payroll Calendar 2004-05 Payroll Calendar | **Tab:**  Resources . . . |
| The Changes | Compares new and old processes and identifies the benefits of each change. | **Tab:**  Intranet **Click:**  Project MAESTRO |
| What's New | Explains changes underway. | **Tab:**  Intranet **Click:**  Project MAESTRO |
| Frequently Asked Questions | General interest questions and answers from Project MAESTRO's editor. | **Tab:**  Intranet **Click:**  Project MAESTRO |

*Project MAESTRO is about change*.  "What's New" and other Project MAESTRO communications are sent primarily through email. Until all employees have computer access, hard copy will also be posted on the LACCD Bulletin Boards at each location.

**To send a comment email**: **MAESTROeditor@laccd.edu**