



WHAT'S NEW

GETTING READY FOR GO LIVE

On July 1, 2005 when the District's new Human Resource (HR) computer system "goes live" employees will find much more than the District's computer system has changed. Many familiar business processes will have also changed. Employees, especially those involved with human resource processing responsibilities, will need training in the new business processes. This issue of What's New provides insight into what's planned.

TECHNICAL PREPARATION

Closing any fiscal year brings with it a flurry of activity.

This year a new dimension was added due to the changes underway. In order to get ready for the July 1st "go live" an additional layer of activity was required.

The technological aspect of the changes underway requires coordination between computer systems and business processes. Data from the legacy system must be systematically converted, moved to the new system, reviewed for accuracy, and, if need be, corrected. (DEC system data will, of course, be archived.) The chart below summarizes the process the technological aspects of this process.

The Project MAESTRO staff extends its heartfelt appreciation to the Classified staff throughout the District for their cooperation and participation with the activities underway. Your assistance with these activities is vital.

SAP - HR CUTOVER MILESTONES	
June 17	<ul style="list-style-type: none"> Final upload of eRPA to DEC eRPA system closed
June 22	<ul style="list-style-type: none"> Final changes in DEC DEC HR System Closed
June 23	<ul style="list-style-type: none"> Data extracted from source databases
June 24	<ul style="list-style-type: none"> SAP Finance System open for transactions 6:00 AM to 11:00 AM
June 30	<ul style="list-style-type: none"> Data load to SAP finished Pay date for final Legacy Payroll.
July 1	<ul style="list-style-type: none"> SAP HR system opened to Project MAESTRO team
July 2	<ul style="list-style-type: none"> Manual corrections to data started
July 5	<ul style="list-style-type: none"> SAP HR system opened to authorized users
July 6	<ul style="list-style-type: none"> eRPA (SAP version) opened
August 1	<ul style="list-style-type: none"> ESS Implemented

TRAINING

Changes in business practices along with a new computer system understandably result in a need for training staff. To meet this need a multi-faceted training approach has been developed. The remainder of this newsletter discusses the basic concepts being used.

- **Phase 1: SPOCs and Super Users** recently spent three weeks learning about and testing the new system. Their

time was well spent. They not only became familiar with the system's concept and training material, they also simultaneously tested how the system functions. Based on their experience and comments, needed adjustments to system programming and training materials were identified and made.

- **Phase 2: Functional Specialists** in organizational management; personnel administration; benefits

administration; time administration; and payroll have begun their training. This training is extensive because virtually every business process has been changed in some manner.

An additional dimension is also required because the new computer uses a completely different terminology for personnel and payroll processes. Consequently, there is also a need to learn a new "language" because many of our terms have changed. An abundance of training materials is being developed explaining how the new systems work. This material is being made available on the [Project MAESTRO \(New HR System\)](#) website. Since the material is so extensive, additional training workshops are planned after "go live."

Phase 3: All Employees throughout the District will receive training from their location SPOC and Super Users in the following employee-based systems: Employee Self-Service (ESS); the updated Electronic Request for Personnel Assignment system (eRPA); and Business Data Warehouse Reports (BW). This training begins in July and is considered on-going. Additional training is planned for the mandatory Fall Flex Day.



What's New with Who Do I Talk To?



Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work. --- H.L. Hunt

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