

## SSDT SAC Meeting February 3, 2010

### Members in Attendance:

Dave Smith	Milinda Sturm	Dorthy Pietrykowski	Deb Dinnen
Melody Hewitt	Linda Latham	Ken Papay	Dodi Zimmerman
Todd Tolson	Nancy Clark	David Forman	Stacy Gratz
Matt Jordan	Matthew Gdovin	Chuck Adelsperger	Tawnya Pfeiffer
Melissa Diemer	Matt Calmes	Marcy Roll	Carol Van Sickle
Michelle Powers	Jerry Payne	Greg Davidson	Andrew Tompkins

Dave Smith welcomed the committee and began the meeting at 9:30 a.m.

### **K-12 Network - Greg Davidson**

- K-12 Network is being rolled over to OARNET
- Congestion problem from usage, so upgrades are needed
- Network will support K-12 and higher education institutions as well as other government entities.

### **HR Kiosk - Deb Dinnen**

- NCOCC has IPDP ready for districts
- Webinar scheduled for the ITC's next Friday
- NCOCC has been providing documentation
- New updates will be released at the end of February

### **Kiosk Payslips - YTD Amounts Issue - Dave Smith**

- YTD amounts are not stored on a per pay basis in USPS
- Would need to be stamped on every history record or calculated through history files.
- Calculating could result in performance issues.
- It is recommended to move the current YTD to a different location to avoid confusion.
- Another option is to store each check in PDF format and archive for retrieval as needed, similar to W2's.

### **EMIS-R - Greg Davidson**

- Problems are being worked on, everyone concerned is aware of the problems.

### **eProcurement - Melissa Diemer**

- Wilson ESC is working on issue with vendor search.
- Next step is to get pilot districts up and running.
- There was concern that ESC is waiting on SSDT for something, Melissa is not aware of anything.

### **USAS Rewrite – Dave Smith**

- Reviewed his document which he posted as a blog for all ITC's to review.
- SSDT programmers are focusing on the business rules
- Later will look at and decide if multiple installations versus one installation will be feasible.
- Management tool could be used to see each district's configuration and status.
- Theory is that VM would be shipped to ITC and then ITC picks and chooses which modules to install.
- SSDT development team is handling the software development differently than in the past.
- SSDT's internal Wiki for USAS-R Project Dashboard can be accessed to follow along if you wish, but probably won't understand some of the information as it contains their working documents.
- Designing a Java Object Model. SQL will be created through API, will support at least 3 SQL models.

### **USAS Rewrite Discussion Questions – Melissa Diemer**

- Determining how flexible to make the new database model.
- These are items that they may need to plan for but initial release will work the way it does now.
- Issue 1: Collapse multiple requisitions into one PO.
  - Relate directly to requisitions or relate to items.
  - At this point it makes sense to relate to requisitions and maybe later look at relating to items.
- Issue 2: How is shipping and handling managed?
  - Requisition usually contains the shipping charge and may need to be split between different accounts.
- Issue 3: How should vendor credits be handled?
  - SSDT has been thinking about allowing for adjustments on invoicing to enter shipping and handling or credits that were not realized when original purchase order was created.
- Issue 4: Are there other purchasing or payable issues that currently cause problems?
  - Credit memo from a vendor and not enough on a PO to cover it
  - There needs to be a way to track this in the system so they don't forget about the credit for future purchases.
  - Dave believes the model's design can handle this situation.
- Issue 5: Do receipts and refunds need to be numbered together, or can/should they be numbered separately?
  - Receipts and refunds should be numbered separately now.
- Issue 6: Should support be continued for "ACTMOD" Supplies Distributions and/or Error Corrections ?
  - Everybody needs to think about this and give feedback at next meeting

- EXPROC functionality was brought up
  - Melissa believes this is a user interface issue.
  - The SSDT will discuss this further.
- Functionality has also been requested for ACH payments to vendors.
  - This would be especially beneficial for ESC's that pay travel checks as employees are scattered
  - Would help to reduce mailings.

### **Discussion Items**

- Amended PO's are not available on USASWEB.
  - This is something that will be available in Phase II of the migration.
  - EMIS Reporting – enter future separation date and reason.
    - Matt confirmed that this can be done now.
- Reporting Period H EMIS data.
  - Melissa stated that entry data from EMISWEB has been built into USAS already.
  - SSDT is waiting on status of EFM report.
  - Building and District profiles will probably be built into USAS.
  - Capital assets will be entered through EMISFFE if not using EIS.
- When will CC & CJ records be stored in USPS?
  - Can't be pulled through data collector because manifest would need to be updated.
  - Needs to be addressed in priorities section of this meeting.
- Will “certificate application” field be removed? ODE Conference call indicated it will no longer be reported.
  - Matt stated they will probably leave it in the software and just not validate it.
  - Could be removed if nobody wants to reference it.
- OSDI Earned Income Tax Withholding – district has issue with calculation and warnings.
  - Matt stated there is an issue with how system calculated OSDI in general.
  - When originally implemented alternate computing method was used which caused withholding to be correct at end of year but during the year didn't look correct.
  - There is another method that can be used which will make it look more accurate through the year.
  - Can look at switching to new method
  - Committee determined that current method is actually withholding correctly.
- Adding board accumulator for uploading through USPLOAD
  - Matt stated that it is already scheduled
  - JIRA issue USPSV-1177
- Ability to mass dispose inventory items from spreadsheet file.
  - Currently this can only be done by converting to fixed file.
- USPS Employee IDs
  - Matt stated it is waiting for approval.

- Anticipates release in March if no issues are found.
- Force employee ID for new employees.
- Flag in configuration to allow ID to match SSN still.
- Default should be 'Y' which will force employee ID to be different.
- Guide to School District Transparency
  - Request for interactive query on check information accessible to public.
  - Soap service would support this if someone writes the front end for it.
  - SSDT is focusing on phase II of the web development .
- USPSWEB – Sessions option needs to be updated, doesn't work. Request made for same functionality as USASWEB.
- District requested 1099's be stored on archive.
  - MONTHLYCD wouldn't be able to create this.
  - Program is too complex to automate it.
  - It would be better to create procedure to convert it to PDF and move it to archive after they complete program.
- Districts using AESOP need building users to load attendance transactions from spreadsheet into USPIMPORT. This is attendance only.
  - Can be resolved by creating new interface and using USPIMPORT procedure to process.
- Custom fields were requested for web redesign.
  - Dave confirmed this will be part of the redesign.

**Melissa Diemer reviewed Status of 4502 Statement S document.**

**Melissa Diemer reviewed the USAS/SAAS Status Report**

**Matt Calmes reviewed the USPS Status Report and USPS Priorities**

- Committee agreed to leave priorities as is.
- SERS contacted Matt requesting districts be given capability to submit SERS files directly to them, similar to STRS.
  - Committee decided to add it to the bottom of the priority list
- CC & CJ records to USPS
  - Committee decided to also add to bottom of priority list
- PDF files for pay slips for retrieval
  - ITC's can customize forms and transfer to Soap Service for Kiosk.
- OSDI Calculation concern
  - Committee decided to NOT add to priority list
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**Dorthy Pietrykowski was nominated as the next chairperson**

**Next meeting date:**

June 16, 2010 at 9:30

Meeting adjourned at 1:45 p.m.