



# GLOBAL DESIGN REVIEW (GDR) RECOMMENDATION SUMMARY DOCUMENT

Finance / HCM Recommendations

## Abstract

This document contains a summary of the recommendations produced through the Global Design Review (GDR) sessions and contains recommendations from the PeopleSoft Finance and Human Capital Management (HCM) pillars.

## CHANGE HISTORY

VERSION	DATE	CHANGED BY	CHANGE
1	05/30/2018	Emmett Folk	Original Document
2	06/11/2018	Emmett Folk	Finalized Finance and HCM Recommendations

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## INTRODUCTION

Global Design Review (GDR) was a one time event involving all 34 colleges participating in workshops aimed at helping attendees understand the Global Framework of ctcLink and how we have adapted PeopleSoft to support our unique model of multiple colleges in a single, shared instance of the product. In some sessions, this involved closing outstanding gaps in the Global Framework that require system-wide input. These items were reviewed and voted on through the various GDR sessions, and the resulting recommendations are documented here for review by the ctcLink Governance Working Group.

This document contains a summary of the recommendations produced from the GDR sessions for the PeopleSoft Finance and Human Capital Management (HCM) pillars, including cross-pillar topics. Detailed information about the sessions can be found in the ctcLink Project Information Canvas site (<https://sbctc.instructure.com/courses/1620486>) under the following modules:

- CROSS-PILLAR GDR SESSION ARCHIVE (MAY 2018)
- FIN GDR SESSION ARCHIVE (MAY 2018)
- HCM GDR SESSION ARCHIVE (MAY 2018)

## 1.0 CROSS-PILLAR SESSION RECOMMENDATIONS

### 1.1 HCM-HR SECURITY – ONBOARDING AND OFFBOARDING EMPLOYEES

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#### SESSION DESCRIPTION

“In this session the project team will review the system-defined process for onboarding new employees. It will cover how Job Data effective dates are used to automatically establish the employee’s user profile and how security roles and permissions are assigned to each employees so they may gain access to the ctcLink system. Also covered will be how the system handles when an employee has an existing student record that will be brought into the HCM pillar as an active employee. Additionally, this session will cover how the addition of a termination entry in Job Data should be followed by an adjustment to the employee’s security roles to limit their access to the system. Finally, we will seek system-wide consensus on the areas of the system where those who have left employee should retain access, for what purpose and for how long to ensure we have agreement on the Global process for off-boarding employees within the WACTC system.”

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#### RECOMMENDATION SUMMARY

Understanding the timing of activities related to employee onboarding and offboarding is critical to being able to communicate what access a user will have and when. To help drive toward a consistent approach for these activities, primary goals of this session were to seek system-wide consensus on timing preferences as they relate to key onboarding (the generation of a User Profile) and offboarding (access removal after separation) activities.

Two recommendations were voted on through this session:

- 1) Regarding Onboarding – User Profile should be created/generated on the day the New Hire Job Data row is created; this is only applicable when the employee does not have a previously existing Job Data record in HCM
  - a. Recommendation passed with no objections
  
- 2) Regarding Offboarding – Separated employees should have indefinite access to PeopleSoft Employee Self-Service
  - a. Recommendation passed with objections noted for several colleges; objecting colleges cited alternative timing preferences for how long separated employees should have access to Employee Self-Service PeopleSoft resources

VOTING SHEET(S)



GDR Voting Sheet -  
Onboarding



GDR Voting Sheet -  
Off-boarding

## 2.0 FINANCE (FIN) SESSION RECOMMENDATIONS

### 2.1 CHART OF ACCOUNT (COA) REDESIGN

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#### SESSION DESCRIPTION

“In this session the project team will provide college Subject Matter Experts (SMEs) an understanding of the different PeopleSoft Chartfield segments, how values within those segments are organized, and any restrictions around the use of those Chartfields. The team will solicit feedback on the new Chart of Account organization for Accounts and other recommendations coming out of the preliminary work group with the intention of solidifying agreement on the Redesign Chart of Account to submit for governance approval of adoption.”

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#### RECOMMENDATION SUMMARY

CoA redesign recommendations were initially started through a preliminary workgroup made up of college and project staff. These recommendations were drafted through three different, multi-day workshop sessions before being presented and refined during the Global Design Review. The purpose of the redesign effort as a whole is to question early CoA design decisions based on our greater system understanding of PeopleSoft, how it's meant to be used, and our own business needs.

Five recommendations were voted on as a group in this session:

- 1) Update the Account Chartfield framework to be one based on Financial Statement presentation and organization
- 2) Redefined the Sub-Account (CF1) Chartfield to be a “College Defined” Chartfield
- 3) Separate PeopleSoft Fund Chartfield values into Fund Chartfield values and Appropriation (Product) Chartfield values
- 4) Clean up the Class Chartfield value definition and organization
- 5) Eliminate the restrictions in the Department Chartfield, except for a range of values (99000-99999) that would be reserved for use in specific, system-wide accounting processes or configuration

The recommendations were passed with an additional note from Spokane requesting consideration of a global Chartfield oriented solution for recording due-to/due-from other state agency transactions.

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#### VOTING SHEET(S)



GDR Voting Sheet -  
CoA Redesign

## 2.2 GL, COMMITMENT CONTROL, ASSET MANAGEMENT, AND TREASURY GLOBAL CONFIG REVIEW

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### SESSION DESCRIPTION

“This session will provide an overview of globally defined configuration items related to the General Ledger, Commitment Control, Asset Management, and Treasury modules and their significance to business processes within those areas.”

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### RECOMMENDATION SUMMARY

Audit Logging is a specific piece of PeopleSoft functionality that the Finance Team is looking to enable as part of the Deployment Group 2 go-live. Audit Logging records select transactional processing details in order to provide easier visibility on which user performed specific events, such as creating or updating a Journal in the General Ledger. A goal of this session was to identify what processing events should be tracked by this Audit Logging functionality for General Ledger and Asset Management.

Two recommendations were voted on during this session:

- 1) Activate select Audit Logging events in General Ledger
- 2) Activate select Audit Logging events in Asset Management

Both recommendations passed with no objections.

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### VOTING SHEET(S)



GDR Voting Sheet -  
GL/AM

## 2.3 PURCHASING, ACCOUNTS PAYABLE, AND TRAVEL & EXPENSE GLOBAL CONFIG REVIEW

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### SESSION DESCRIPTION

“This session will provide an overview of globally defined configuration items related to the Purchasing, Accounts Payable, and Travel & Expense modules and their significance to business processes within those areas.”



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#### RECOMMENDATION SUMMARY

During this session, participants identified changes related to the different global configuration items presented that they would like to see made. While these changes are not addressing any kind of critical operation or compliance related gap in the global value definition, they are low impact and would add benefit from a college business process and usability standpoint.

Two recommendations were voted on during this session, both related to Purchasing and Accounts Payable:

- 1) Add select Payment Terms to the current, globally defined list of Payment Terms
- 2) Add select Units of Measure to the current, globally defined list of Units of Measure

Both recommendations passed with no objections, though several colleges noted the need to be able add additional configuration items to these lists as needs change.

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#### VOTING SHEET(S)



GDR Voting Sheet -  
PO/AP

## 2.4 PURCHASING ITEMS AND ITEM CATEGORIES

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#### SESSION DESCRIPTION

“This session will examine the use of Items and Item Categories in Purchasing and AP along with historical feedback on the current framework being used to define these values. In this session we will be soliciting and discussing suggested alternatives to or ways to improve how Items and Item Categories are defined.”

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#### RECOMMENDATION SUMMARY

The ctcLink Finance Team had received feedback from the FirstLink colleges that the global framework deployed at go-live for Items and Item Categories (more generalized 3-digit NIGP Commodity Codes for Categories and more specific 5-digit NIGP Commodity Codes for Items) was difficult to use. The current framework and these concerns were presented to the Procurement Affairs Council in a meeting shortly before the start of the Global Design Review with the goal of starting early discussion on alternative approaches or frameworks to use for PeopleSoft Items and Item Categories.

One recommendation was voted on during this session:

- 1) Create new Items that represent each 3-digit NIGP Commodity Code (e.g. "005" for "Abrasive"); do not make any changes to Item Categories

This recommendation only passed by a simple majority. Those colleges objecting favored keeping the current value definitions for both Items and Item Categories with no additions or updates.

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#### VOTING SHEET(S)



GDR Voting Sheet -  
Items/Categories

## 2.5 GRANTS, CONTRACTS, AND PROJECT COSTING GLOBAL CONFIG REVIEW

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#### SESSION DESCRIPTION

“This session will provide an overview of globally defined configuration items related to Grants, Grant Contracts, and Project Costing and their significance to business processes within those areas.”

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#### RECOMMENDATION SUMMARY

During this session, participants identified changes related to the different global configuration items presented that they would like to see made. While these changes are not addressing any kind of critical operation or compliance related gap in the global value definition, they are low impact and would add benefit from a college business process and usability standpoint.

Three recommendations were voted on during this session:

- 1) Make select additions to the list of configured Sponsor Types
- 2) Make select additions and updates to the list of configured Facilities & Administrative Bases (F&A Bases)
- 3) Make select additions to the list of configured Amendment Reasons

All three recommendations passed without objection.

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## VOTING SHEET(S)



GDR Voting Sheet -  
GM/CA/PC

## 2.6 BILLING AND ACCOUNTS RECEIVABLE GLOBAL CONFIG REVIEW

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### SESSION DESCRIPTION

“This session will provide an overview of globally defined configuration items related to Billing and Accounts Receivable and their significance to business processes within those areas.”

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### RECOMMENDATION SUMMARY

During this session, participants identified changes related to the different global configuration items presented that they would like to see made. While these changes are not addressing any kind of critical operation or compliance related gap in the global value definition, they are low impact and would add benefit from a college business process and usability standpoint.

One combined vote was taken during this session for recommended changes to four different configuration items:

- 1) Bill Type Identifiers
- 2) Payment Terms
- 3) Item Entry Types
- 4) Unpost Reason Codes

All recommendations passed with no objections.

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## VOTING SHEET(S)



GDR Voting Sheet -  
BI/AR

### 3.0 HUMAN CAPITAL MANAGEMENT (HCM) SESSION RECOMMENDATIONS

#### NO RECOMMENDATIONS COMING FROM HCM SESSIONS

The non-cross-pillar HCM sessions did not have any outstanding decision items that required a vote.