

Advantage 4 Steering Committee Meeting  
November 18, 2022 – 8:30am

Participants:

Kristi Racines, State Auditor  
Deputy Auditor Trautwein  
Kris Quick, Payroll & Fiscal Division Manager – Auditor’s Office  
Kat Jaber, Fiscal & Payroll Division Deputy – Auditor’s Office  
Jerry Rief, Technology Division Manager – Auditor’s Office  
Leesha McIntire, Principal Accountant – Auditor’s Office  
Carrie Stokes, Principal Accountant – Auditor’s Office  
Kirsten Anderson, Chief Financial Officer – Enterprise Technology Services  
Jared Hanson, Human Resource Program Manager – Department of Administration & Information  
Erin Williams, Administrator Human Resources – Department of Administration & Information  
Dawn Williams, Deputy State Treasurer  
Katie Smith, Administrator of Financial Accounting – Treasurer’s Office  
Amy Grenfell, Chief Operating Officer – Wyoming Business Council  
Lyndsay Orr, Accounting Manager – Wyoming Business Council  
Claire Smith, Chief Financial Officer – Wyoming Supreme Court  
Elizabeth Martineau, Fiscal Analyst – Legislative Service Office  
Robin Cooley, Director – Department of Workforce Services  
Robin Martin, Chief Financial Officer – Department of Workforce Services  
Christina Merritt, Deputy Chief Financial Officer - Department of Workforce Services  
Jess Ketcham, Administrator – State Budget Department  
Rhonda Holt, Chief Financial Officer – Department of Family Services  
Danna Westcott, CGI

Auditor Racines began by stating that the minutes of the October 28th meeting, as well as the agenda for today's meeting, were previously sent out to the Steering Committee. The minutes are also posted on the Auditor's website.

Eydie Trautwein stated this is the 11th Steering Committee meeting that has been held. She gave an update on the Advantage 4 project upgrade and stated it continues to be on track. We are scheduled to go live in March. As was discussed at the last Steering Committee meeting, we are looking at the very end of March or the beginning of April. We will be finalizing those dates with the vendor, CGI, and we will be putting out additional information at the end of December or the beginning of January.

The big news for today's Steering Committee meeting is we have officially completed the User Acceptance Testing sessions. We did three to four months of these sessions, and had a lot of agency participation. We conducted 36 sessions and had over 240 participants attend. Ms. Trautwein congratulated her staff as well as the staff of other staff agencies for helping to complete this major milestone. The other good news is that through all the sessions, we found

very few issues. Any issues that we identified were sent to CGI. They have either resolved or are in the process of resolving those issues.

Kris Quick presented an update on the Configuration and Training Subcommittee. He stated that this committee met yesterday for their November meeting. We are coming to the end of the configuration and moving into the training. We had a few subjects to finalize. We will have our last meeting in December which will be focused on the training rollout and our plan for training. Mr. Quick stated this committee has been very helpful and a lot of good decisions were made. He also told the Steering Committee that the User Acceptance Testing has been completed and it went very well. There were very few issues on payroll or financial. Most of the issues have been resolved. We are continuing to work on the infoAdvantage report testing. We have finalized, for the most part, our first round of testing. We identified two reports that have some performance issues so we are working with CGI to get those solved. As far as training materials and videos, we have started finalizing our manuals, after making updates from the User Acceptance Testing sessions. We have started the training videos and have an internal deadline at the end of December to have them done so we can start sending them out the first of the year. We are going to schedule infoAdvantage Sneak Peeks in December. The tentative dates for this is December 7<sup>th</sup> and 8<sup>th</sup>, so be sure to watch for the email. These Sneak Peeks will be similar to the Sneak Peeks we did for HRM and Financial in July - getting into the system, walking through the new look and feel. Overall the reports and their data have not changed. It's just the navigation that has changed a little. Be watching for those emails so your staff can register for the Sneak Peeks.

Eydie Trautwein reported on the Communication and Outreach Subcommittee. She stated they are continuing to blast out emails to all users related to the upgrade. She discussed the email that went out yesterday. It summarized where the project is and thanked everyone for their assistance in completing the User Acceptance Testing. Currently we are working with CGI to finalize the actual dates for go live and when we will be having WOLFS runs. This is a really important piece, and Ms. Trautwein wanted the committee to know her office is working very hard with CGI to figure out how to make the cut-over the least impactful to agencies. Once we have that nailed down, we will be sending out detailed processing calendars so everyone will know what to expect - stating when we will go down and when WOLFS runs will be available. We will get that out as quickly as possible.

Ms. Trautwein also stated that the Auditor's office has been doing outreach to other agencies. Several "Meet and Greet" meetings have been scheduled for December. The primary focus of those meeting will be to discuss with Directors and CFOs the upgrade project and making sure we talk through any impacts so the process goes as smooth as possible. Again, we started with the big ten agencies and then we will be working with other agencies to set up "Meet and Greets" in January and February.

The upgrade email that went out yesterday let everyone know that we are happy to announce that User Acceptance Testing has been completed. We conducted 36 sessions and had over 240 participants, and we also provided some general updates which stated the project is on track. We reminded everyone that a project subject minute went out in September so that all users and state employees are aware of what is taking place. It also discussed a quick update on training videos and materials and Sneak Peeks that will be happening for infoAdvantage and letting everyone know we are working hard to finalize the cut-over dates. If anyone wants to have an additional demonstration or meeting with the Auditor's Office, please contact Eydie Trautwein. We are really going to begin to "beef up" communications. The plan is to send out communications to users moving forward - December, January, February and March.

Jerry Rief stated that the Technical Subcommittee met on November 14<sup>th</sup>, and the turnout was quite good with 54 participants. There was good interaction. One of the main concerns is the change in the directory structure. ETS was at this meeting and discussed moving those files. They know what changes need to be done. People are generally pleased with how the new NIP interface looks and how the files will be uploaded. Once they actually get in and start looking at it, they will be thrilled. At the meeting the directory structure change on the relay box was discussed. It just affects the WOLFS file interfaces that are being processed. Also discussed was the changes in the procedures for processing the interfaces through Advantage Connect versus the current NIP processes. It should be pretty much transparent. It should be much more efficient than what we currently have. There was a demonstration of the Advantage Connect processing file and how you would accept or reject the file and the corresponding email sent back to the agency after it has been processed. They also discussed the conversion of the payroll Cobol programs. There are 14 of those programs and we are looking at having those converted by April 1, 2024. After we go live with Advantage 4, we will have a full year to upgrade those programs. Mr. Rief also stated that the cycle and the script testing is getting closer. We have a few baseline jobs we are still working through. As far as the Advantage Connect for the replacement of the current NIP process, we are down to the last modification for the deferred comp functionality, so we are getting close to having that completed. Our next mock cut-over is scheduled for December 1st. This will include the pre-pay cycle backup from this month - so on November 22nd as well as the WOLFS backup from that night - we will be pulling those files and having them on hand to compare.

Auditor Racines stated the next Steering Committee will be on December 30th at 8:30am.