

Advantage 4 Steering Committee Meeting
December 30, 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
Christian Dorr, Senior Computer Technology Analyst – Auditor's Office
David Ray, Fiscal Manager – Water Development
Eric McVicker, Chief Financial Officer – Department of Health
Kirsten Anderson, Chief Financial Officer – Enterprise Technology Services
Timothy Sheehan, Enterprise Technology Services
Korin Schmidt, Director – Department of Family Services
Renny MacKay, Policy Director – Governor's Office
Don Richards, Budget and Fiscal Administrator – Legislative Service Office
Elizabeth Martineau, Fiscal Analyst – Legislative Service Office

Auditor Racines welcomed the participants that were attending today's Advantage 4 Upgrade Steering Committee Meeting (December 30, 2022). She stated that the last meeting was held November 18th, and the minutes were sent out with today's agenda on December 22nd.

Eydie Trautwein told the participants that the project is still on schedule and on track. We are wrapping up some of the final technical pieces. We did complete our second mock cut-over the second week of December. That went very well from the perspective that we were able to decrease the amount of time it took the vendor to do the cut-over by approximately five days. We are pleased with how well the vendor did to reduce those times. Again, we know that there is never a good time to do an upgrade or have the system go down, and we really tried to impress upon the vendor that we need to be down for the shortest amount of time possible so as to minimize the impact to agencies.

Ms. Trautwein stated that as of right now, everything will go down March 30th (WOLFS, HRM). A last run will be done on March 29th, and we will be down March 30th, March 31st as well as the weekend and April 3rd and April 4th, and come up on April 5th. We have been meeting with the larger agencies to make sure we have contingency plans in place if they feel it will be impactful to their agency, especially the health and human service agencies that have benefit payments or provider payments going out. Those meetings have been going very well. Ms. Trautwein thanked Director Schmidt (Family Services) and Eric McVicker (Department of Health) for working with us to make sure we are minimizing the impact to agencies.

Ms. Trautwein showed that on the Auditor's website, we have posted the down times in a couple places. There are big red bold letters that state when HRM and WOLFS will not be available. Additionally, we have posted our processing calendar. If you scroll to the bottom, you can pull up the 2023 processing calendar. You can go to March and you can see the dates we will be going down. The plan right now is, after this meeting, once we send out the minutes, we will be sending out a more formal memo to all the Directors and CFOs reminding them of the down times and letting us know if they would like to come up with some type of contingency plan. What I mean by contingency plan - I will give an example - we met with the Department of Revenue - they stated they have a lot of monthly distributions going out at that time. They asked if there was a way to cut those warrants a couple days ahead of time, pull them, mail them out. Our team is more than willing to work with any agency to figure out if there are things like that we can do.

Kris Quick gave an update on the Configuration and Training Subcommittee. He stated they met on December 14th. They finalized all their configuration decisions. This last meeting primarily focused on the training plan. They went through what is set up for Financial and HRM as far as training starting in March. There will be a lot of virtual classes in March before going live. It is a pretty heavy schedule for March, April, May and into June. They also discussed the videos they are working on and planning on distributing before going live. They will have navigational videos for infoAdvantage, HRM and Financial - as well as covering some of the highly used topics. They have also worked to create a lot of videos for the employee and manager roles - trying to get their navigation squared away, as well as approving timesheets, entering timesheets - that type of information - so that when we roll out there will be videos to watch. We had a deadline of December 31st for getting the first draft of our videos completed. We have met that deadline. The first draft of at least five videos on both HRM and Financial have been completed. Most of them have gone through editing so we are in a very good place as far as videos.

Mr. Quick stated the training schedule will be released in January and opening up registration for March classes - so be on the lookout for that information. We did release a training schedule for the remainder of 3.11. For Advantage 4, the schedule will be released in January.

InfoAdvantage sneak peeks were done in December. There were four sessions and very good attendance. We created a video and sent that out. If you have any staff that missed that, please reach out to us and we will provide it to you.

Eydie Trautwein gave an update on the Communication and Outreach Subcommittee. She stated that we have been blasting out emails to all payroll and WOLFS users. The latest one we sent out was related to the infoAdvantage sneak peeks and the videos that Kris Quick spoke about. We will continue to do that - send out reminders to make sure everyone is ready.

The Auditor's Office has been conducting agency "Meet and Greets." Those have been going very well. We completed approximately eight in December. We started with ETS, A&I, Department of Health, Department of Family Services, Workforce Services and just went down the line. Ms. Trautwein and the Auditor met with the Directors and asked that their CFOs be present. In each "Meet and Greet" we talked about the upgrade, making sure that everyone is aware of what is happening and aware of the down times. We will probably put those meetings on hold during the session. We have one scheduled next week with the State Construction Department. Again, those meetings have gone very well.

We will be sending out a more formal memo covering down time and asking agencies if they would like a dedicated meeting. If an agency has an interface they want to discuss, Jerry Rief and his team will meet with them. If they have concerns about payments being impacted, Kris Quick and his team will meet with their fiscal personnel. Some have already been set up at the request of agencies and they have gone very well. If anyone would like a meeting, just let us know.

Jerry Rief gave an update on the Technical Subcommittee. There was not a subcommittee meeting in December. They will hold one on January 25th. Mr. Rief will send out a calendar appointment next week.

The update on the cycle and script testing is - right now they are running a parallel cycle in FIN and Payroll with the November 22nd pre-cycle, which is our mock 2 cut-over. The FIN cycle is complete and the cycle has also been ran with the CCD Nacha format payments versus the PPD Nacha format. We are also in the process of testing out with Wells Fargo to confirm that the layout is correct. The HRM pay cycle is approximately half way through. We are also still working on the compiling and running of the old COBOL programs. We have begun replacement of coding for some of the simpler COBOL programs. The setup of the scripts for the FIN and HRM cycles have been configured in Prod and SH2. We are finalizing the verification of those steps at this point. The NIP - new interface process customization process to Advantage Connect, those interfaces that are non-standard have been tested. As far as the exception coding that we are having to write, the STO warrant redemption process is completed, the UMB PRCC processing is completed. We are making final adjustments on the Deferred Compensation conversions. The social security verification process file has been completed as well. The last mock cut-over is scheduled for January 23rd. COBOL conversions need to be completed by March, 2024.

Kris Quick demonstrated the ESS public portal. He stated that the ESS and MSS are available on any internet browser. The rest of the system you have to access from the State's network portal. The employee manager roles will be available to anyone regardless of where you are connected. There will be a separate URL that is provided. That will be on our website when we go live. You can log in from home or anywhere. Even the HRM or fiscal staff who have access to a lot of information - when they log on through the public portal, they will only be able to see this employee and manager information. They will have access to everything that the employee and manager roles can access through here, but additional information is still hidden behind the State's firewall - protecting it from any attacks. We have updated the employee and manager videos to Advantage 4. We have completed the navigational videos in the system. Kat Jaber has done a good job of completing these videos.

Eydie Trautwein stated she has scheduled monthly Steering Committee meetings through April. She realizes we are headed into the session and it might be difficult for some members to attend. If you have any questions, reach out to the Auditor's Office and we will be happy to schedule additional meetings.

Don Richards said he does not see any issues or challenges, but he said it will be hit or miss if he's able to attend the Steering Committee meetings during the session. Right now, he doesn't see any other issues, but he would monitor legislation. All of the billion dollars the Governor has recommended becomes effective around April 1st. He recognizes the compensation increase date was changed by JAC and that can always be changed again. There are also a number of transfers that the date has been moved to at least June at the discretion of the Auditor. The two that Mr. Richards feels should be monitored a little closer are community colleges and the University of Wyoming as they have appropriations effective immediately. Those bills will be effective around March 15th, which will only provide about a ten day window to move the money before the system goes down on March 29th. Mr. Richards also wanted to thank Kris Quick for providing additional training to the LSO Staff.

Eydie Trautwein said that the Auditor's Office has had extensive meetings with A&I and has talked to the Governor's Office about the pay increases being effective immediately. That is her biggest concern on how they structured to run the last payroll in March. While we want everyone to get raises, we could be more helpful in automating the adjustments if they become effective July 1st, but we have worked with them to come up with some contingency plans for how that would work if it does have an effective immediately date.

The Auditor appreciates Don Richards bringing up these issues. She said she will have some internal conversations with her staff, but the payroll issue was the biggest concern.

Eric McVicker (Department of Health) said that things are going well for his agency. It's not ideal that the upgrade will occur at the end of the federal quarter. But they can work around it and he appreciates the Auditor working with him.

The next meeting will be January 27th at 8:30am.