HR and Payroll Testing Orientation

John Purdue says: All hands on deck it's time to test. Hurray!
Agenda

- Welcome
- OnePurdue background
- Facility
- Testing terminology, cycles, roles
- Change Management
What is OnePurdue?

Launched July 1, 2005, OnePurdue is the University’s three-year, enterprise-wide initiative that will change the way Purdue does business by integrating mission-critical enterprise data, information and business processes. Once fully implemented, OnePurdue applications will be used by virtually everyone in the University.
Why OnePurdue?

In 2001, Purdue embarked on a five-year strategic plan to become a preeminent university. It was soon determined, however, that existing processes and aging computing systems would not allow us to reach this goal without some changes. We would need to rethink the way we do business, adopting best practices in mission-critical, core-business, and student processes. OnePurdue is evolving to achieve this transformation and will ultimately help us realize our strategic vision while taking Purdue to the next level of excellence.
Benefits of OnePurdue

- More functionality
- Real-time, accurate data
- More self-service capabilities for students, faculty and staff
- A common database to bring all campuses together
- More efficient, accessible and productive operations
- Stable software that can be updated
Welcome to the ROSS Facility
ROSS Facility

- Cafeteria/Break Rooms
- Restrooms
- Testing Rooms

Building Entrance
ROSS Facility

- Guiding Rules
  - Check in at the front desk
    » Receptionist will direct you to the appropriate location.
    » Pick up a name tag for security purposes.
  - Building hours
    » 7:00 a.m. to 6:00 p.m.
  - Parking
    » Permit-free parking is available to the north, east and west (by the loading docks) of the building.
    » Street parking is available ONLY on the west side of the street (side closest to the building).
ROSS Facility

- Guiding Rules cont’d
  - Miscellaneous Items
    » Please do not eat meals at your workstation.
    » Dispose of food items and/or meal containers in the café trash receptacle.
    » Be sensitive to those around you as you talk or have discussions with others.
    » Limited house phones are available.
    » **Fragrances in the Workplace:** While the scents of perfumes, colognes, aftershaves and hand lotions are pleasant to some, they are the source of headaches and allergic reactions in others. In recognition of these concerns, please be mindful of your colleagues and use of fragrances while working in the OnePurdue facility.
Approach to Integration Testing

John Purdue says: With this team and organization this is a Win/Win Situation.
Approach to Integration Testing

The purpose of testing is to confirm that the OnePurdue business processes work according to the requirements established in the Business Blueprint Phase and that the system is ready to go live. To accomplish this, we must test every aspect of the processes.

You, as a tester, are here to help us accomplish this goal.

There will be several phases of testing, each one building upon the other.
Before Testing: BPPs

- Business Process Procedures (BPPs) are detailed instruction documents created to guide the SAP user through specific transactions.
- BPPs are “built” using a software package designed to document training.
- The first step in conducting good testing is to document the process and ask the user community to verify the accuracy of the BPP.
Testing Sequences

- System Integration Testing (SIT) Cycle 1
- System Integration Testing (SIT) Cycle 2
- User Acceptance Testing (UAT) Cycle 1
- User Acceptance Testing (UAT) Cycle 2
- HR Parallel Cycle 1
- HR Parallel Cycle 2
- HR Parallel Cycle 3
Human Resources Test Schedule

HR/PR Integration Testing:

System Integration Testing
- Cycle 1 — July 24 – August 04
- Cycle 2 — August 07 – August 25
  Finance Release 1 Regression testing will occur during cycle 2.

User Acceptance Testing
- Cycle 1 — August 28 – September 8
- Cycle 2 — September 11 – September 22

User Acceptance Decision Milestone
- Provide test results — September 22
- Final Signoff — September 29

Payroll Parallel Testing
- Cycle 1 — July 20 – August 31
- Cycle 2 — September 05 – October 05
- Final Cycle — October 09 – November 11

Go/ No Go Decision Date — December 8, 2006

*This schedule includes Finance release 2.
Cycle Definitions

Cycle 1

- Functional teams to run the test scripts in a controlled environment.
- Allows the team to refine the scripts as well as conduct an initial test of the system.
- Expect the highest number of test incidents to be reported in this testing cycle.
- Super users will be involved in this cycle.
Cycle Definitions (cont’d)

Cycle 2

• Functional teams rerun the test scripts.

• Validate that the corrections to both the script detail and the system have been completed.

• Running of scripts is smoother, but we will still expect to have test incidents reported. Cycle 2 will not be complete until all test scripts have been completed based on user acceptance criteria.

• Business Services users will be involved in the test activities. (This will vary by team and user availability.)
Cycle Definitions (cont’d)

User Acceptance Testing

• Business Services end users who are designated as User Acceptance participants run the test scripts, supported by functional team members.

• Business Services end users who are designated as User Acceptance participants should have participated in SIT (System Integration Testing).

• Few, if any, test incidents are expected in this phase. The signed test scripts will become part of the user acceptance sign-off required at the end of Integration Testing.

• Limited regional campus remote participation will be included in this phase.
Parallel Overview

- Test and validate not only the design and configuration of the system, but also the processes, procedures, controls and conversions developed to produce HR-Payroll results.

- Designed to create a comparison of the legacy payroll results against the SAP payroll results.
Parallel Cycles

July 20
- Try out conversion programs.
- Pay periods 58 and 60 (February)

September 5
- Run “improved” conversion programs.
- Pay periods 62 and 63 (March)

October 9
- Test processes and retroactivity features.
- Pay period 65 and 68 (April)
Roles & Responsibilities

Test Manager

- Manage and coordinate all OnePurdue testing phases and schedules.
- Work with project teams to define detailed testing strategies, tools, processes and procedures.
- Define sign-off criteria for each testing phase.
- Troubleshoot problems; escalate issues that need it.
- Report testing status.
- Interface with Internal Audit.
Roles & Responsibilities

Functional Team Lead

- Prepare for testing
  - Help with planning.
  - Work with process owners to identify testing team members.
  - Support timely test script development.

- Test Execution
  - Monitor testing schedule.
  - Help with problem resolution.

- Reporting and Follow up
  - Ensure that scripts are accurate and adjusted to adequately test the system and processes.
  - Facilitate status updates.
  - Ensure training documentation is updated as changes to BPP arise from testing.

- User Sign-Off Testing Execution
  - Monitor participation by Purdue users to gain broad validation of testing.
  - Document problems.
Expectations for Testing Community

- Most of the activities will require the participant to work at the ROSS facility. Space and equipment will be provided onsite for these activities.
- Hours to be arranged, but generally will be from 8:00 a.m. to 5:00 p.m.
- Maintain a positive attitude.
- Remain flexible – expect the unexpected.
- All testers will be a VERY integral part of the OnePurdue process.
Tester Expectations (cont’d)

• Testing involves use of confidential information; testers will guard and protect data.

• Focus of this work is to test; project deadlines do not permit redesign of functionality.

• Training and background information necessary to help with these tasks will be provided.
Paperwork

- HIPAA – Confidentiality Agreement
- FERPA and GLBA
- End User Agreements

Purdue University Confidentiality Agreement

Certain employees of Purdue University may encounter health information protected by the Health Insurance Portability and Accountability Act of 1996 through various sources including, but not limited to, communications, data or software maintenance, electronic media, verbal interactions, health plan claims or medical records. Employees with access to such information shall not discuss, disclose, or give access to confidential health information except as needed to perform an essential job function or to those having a legal right to such information. They must further agree to access, use and disclose only the minimum protected health information necessary to perform their job functions and to follow the University policies and procedures that address the technical, physical and administrative safeguarding and security of protected health information. Any breach of confidentiality in violation of University policies, professional standards or state and federal laws and regulations governing protected health information, may result in applicable sanctions and/or discipline against the responsible employee.

Signed: ____________________ date: ____________________
Change Management

- You are a critical link to a successful implementation.
  » Your input and expertise will help drive this project.
  » Keep in mind that you may be seeing only a piece to a larger process. Reserve judgment!
  » We need your positive outlook to help solidify change in your home area.
Your cohorts at the University of Kentucky

Kudos to the Parallel Testers

For three months a special group of 100 UK employees did double-duty; that is, entered information and completed tasks in two systems: HRIS and the new J100 HR/Payroll system.

As parallel testers, these employees analyzed information and reported data on payroll discrepancies. They raised critical questions, found problems and glitches, and engaged in useful discussions on their findings.

Read about their experiences:

Shana Hall, Gatton College of Business and Economics:

"I wanted to learn the SAP software early and become a resource for others in my college. Having experienced the implementation of HRIS, I knew the value of early learning and practice and have no regrets about putting this double-duty assignment. Shana's advice to others: 'Immerse yourself in this new system and learn!'"

Carol Watson, UK Wellness Program:

"I agreed to test to get a head start and be ready to help others. The testing was time, time-consuming, and often stressful. At first, I felt overwhelmed by new terms, but now feel more comfortable and confident. Along with learning how to work in IRIS HR/Payroll, Carol admits to making lots of new UK friends. She knows she'll be able to call on them for help when she needs it."

http://www.uky.edu/IRIS/PayrollQA/1story.html
SAP Navigation

SAP Navigation is an online self-paced course designed to familiarize you with how to navigate in the SAP software application environment.

It is **required** for you to take the time to complete this course before the testing process begins.

The information necessary to log on to this course was included in your initial email from your team representative.

You can begin your log on by going to:  

You will need the instructions included in your e-mail and the user ID and password information.