

People First Portal Upgrade

(November 08, 2017)



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People First
the New Generation



Created with you in mind.

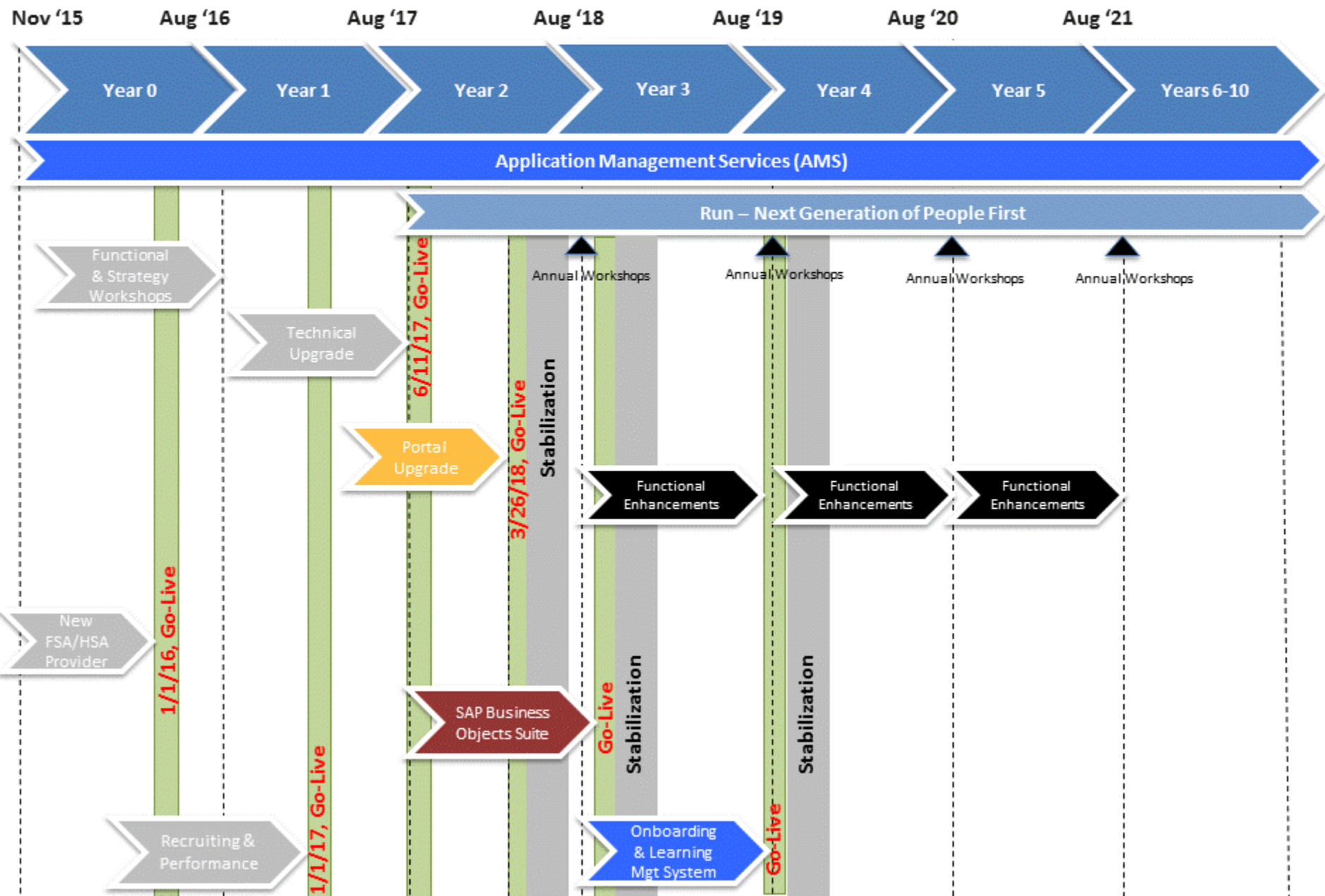
Objectives

- To understand WHY the People First Portal Upgrade is important
- To understand WHERE and WHEN the Upgrade is slated to be deployed in the three-year People First roadmap
- To see and discuss WHAT is changing
- To understand HOW we (WHO) are going to accomplish a successful implementation

Agenda

- I. People First Next Generation Roadmap
- II. Why Upgrade
- III. Live Demo
- IV. People First Team Webpage
- V. Agency “Go Live” Readiness Checklist — data clean-up activities, communications, user acceptance testing, and training

People First Next Generation Roadmap



Why Upgrade

- **New Contract** – Next Generation People First Contract includes Portal Upgrade
- **To Leverage Latest SAP Technology** – New user interface, streamlines and consolidates screens to improve navigation, new functionality, mobile access (phase II), and extended browser support. Last major SAP portal upgrade was 2010.
- **Improved User Experience & Increased Customer Satisfaction Desired** – Modern look and feel, and ease of use (intuitive)

LIVE DEMO

People First Team Webpage

What's Changing

System Release Communication Walk-through

Phase II

(Post-Upgrade)

- True Mobility
- On-line QSC Expansion
- Caremark Single Sign-On
- MyHRW (Tickets)
- Navigating Up the Reporting Structure

Agency “Go Live” Readiness Checklist

Training Materials

- Employee Self-Service (ESS) e-briefing video
- Manager Self-Service (MSS) e-briefing video
- User Guides – ESS, MSS, PAR, charge objects, position actions, benefits enrollment process, and updates to existing instructional guides
- Frequently Asked Questions (FAQ) documents – ESS, MSS, timesheet, leave request, and password

Other Important Notes

- **Deployment Date** – March 26, 2018. Actual system downtime is from 5:00 p.m. Mar. 16 – 25, 2018
- **Payrolls During Downtime** – Both the supplemental payroll and the monthly payroll that are scheduled to process during the downtime will be ran once the system comes offline on March 16; all agency changes must be made before this time
- **Introductory Video** – To be developed and deployed approximately 45 days prior to implementation

Thank You

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