Introduction

As prescribed by SC Code Section 11-53-20, the SCEIS Executive Oversight Committee respectfully submits its annual report on the South Carolina Enterprise Information System (SCEIS). This is a summary level report. More detailed information is available upon request.

Status Summary

Calendar year 2013 marked the second year in which all 72 agencies within the original scope of SCEIS used the system to transact their respective agency financial, procurement, human resources and payroll business.

The original scope of SCEIS was expanded in calendar year 2013 to include the General Assembly and its support agencies. On June 3, 2013, the Legislative Services Agency, Legislative Audit Council and Education Oversight Committee were implemented on the Finance and Human Resources/Payroll systems. On June 3, 2013, the Senate was implemented on the Human Resources/Payroll system only.

On September 3, 2013, the House of Representatives and the Code of Laws and Legislative Council were implemented on the Finance and Human Resources/Payroll systems. In addition, the Senate was implemented on the Finance system.

SCEIS is the official financial book of record for the State of South Carolina. All revenues and expenditures for the State pass through SCEIS. In calendar year 2013, the State of South Carolina processed $38,009,219,130.97 in revenues and $25,916,988,141.49 in expenditures in SCEIS.

Approximately 46,000 State employees are paid through SCEIS. This includes full-time, part-time and temporary employees of the live agencies. In calendar year 2013, SCEIS issued 1,163,934 checks to State employees.

In calendar year 2013, the SCEIS Procurement module allowed users to process:
- 92,224 shopping carts totaling $106,196,253,424.22
- 96,212 purchase orders totaling $896,853,101.75
- 1,327,711 goods issued
- 456,508 goods received
- 165,811 purchase requisitions

In fiscal year 2013, SCEIS initiated a five-year contract with IBM for Application Management Services (AMS). The continued consultant support from IBM allowed the SCEIS Team to focus on new projects and enhancements this calendar year.

The SCEIS Change Advisory Board is tasked with reviewing, approving and prioritizing requests for enhancements and modifications to SCEIS as well as new SCEIS project proposals. The SCEIS Change Advisory Board met three times during 2013, approving and prioritizing 12 enhancement requests and projects submitted to SCEIS by users. The Board reports to the SCEIS Executive Oversight Committee. The SCEIS Executive Oversight Committee met twice in 2013 to provide final approval on projects recommended by the Change Advisory Board that required more than 450 hours to implement.

Conversion or interfacing of specialized central, statewide functionalities to SCEIS is a critical requirement in that its completion will allow the State to retire the 30-plus-year-old STARS accounting system, saving resources that are devoted to maintaining this aging, limited accounting program. Currently, the STARS system must operate parallel to SCEIS in order to accommodate all specialized agency financial operations not yet directly linked to SCEIS. In 2013, SCEIS completed several projects that directly contribute to the retirement of STARS. Among these was the conversion of automated deposits, the implementation of Public Assistance, Income Tax Refunds and Aid to Subdivision payment accounts, the conversion of the six legislative agencies to SCEIS and the conversion of the printing of 1099s from STARS to SCEIS.

In 2014, SCEIS will take on a number of vital projects in an effort to continue providing a high level of service to current users and retire outdated legacy systems, particularly STARS. Major milestones to be accomplished in 2014 include:

- Implementing the Capital Budget module of the Public Budget Formulation.
- Implementing the SAP Cost Allocation module to facilitate the retirement of the Financial Accounting and Reporting System (FARS) used by the Department of Employment and Workforce.
- Capturing data of Lump Sum Agencies in SAP. (Currently, data from Lump Sum Agencies is captured in STARS then flows to SAP. This effort will remove STARS from the process.)
- Upgrading the online password management service, Identity Management (IdM).
- Implementing organizational changes of the Budget and Control Board in SCEIS according to the S.22 - SC Restructuring Act.

Schedule and Activities

On November 25, 2013, the current SCEIS Procurement module, Supplier Relationship Management (SRM) 5.0 was upgraded to SRM 7.2. The upgrade impacted approximately 7,000 SCEIS users and 19,000 vendors who submit bids through the SCEIS system. The upgrade provided many improvements to the functionality of SRM 5.0.

New enhancements to MySCEmployee's Manager Self-Service (MSS) portal were implemented November 12, 2013. These enhancements include:
- View Your Own Leave Request Calendar from the MSS Team Calendar
- View the Team Calendar on the Approve Leave Request Screen
- Direct Link to the Approve Leave Request Screen from the Approve Leave Request Email Alert
- New Shortcut to the Approve Working Time Screen
- New Layout of the MSS Display Working Time and Approved Leave Report

The SCEIS Team began conversion of the printing of 1099's from STARS to SCEIS in the fall of 2013. The development was completed in January of 2014 and the 1099's were printed on January 24, 2014.

On September 5, 2013, the statewide appropriations budget system, Public Budget Formulation (PBF) went live for Operating Budget data entry and form completion. The PBF reporting functionality went live September 23, 2013. PBF replaced the State Budget Division's aging mainframe and provides increased flexibility in the budgeting process and reporting. The Capital Budgets portion of PBF is scheduled to go live in 2014.

The following legislative agencies went live with the SCEIS Finance and Human Resources/Payroll systems on September 5, 2013:

- House of Representatives
- Code of Laws and Legislative Council
- Senate (Finance only)

The Public Budget Formulation was implemented on September 3, 2013.

To allow the Department of Corrections Human Resources Managers to run remuneration statements on an employee and view the data in a simpler format, the SCEIS Team added a display role to the Personnel Administrative Master Data Role on August 26, 2013.

On September 1, 2013, Aid to Subdivision payments were converted from STARS to SCEIS. Also, at the request of the State Treasurer's Office, the SCEIS Team implemented a pop-up message that alerts users that a change to a CCD vendor requires the approval of the State Treasurer's Office.

The SCEIS Team added a new validation rule for the Local Government Investment Pool (LGIP) Vendor reference field on July 11, 2013 to ensure accuracy in LGIP distributions.

On June 28, 2013, the SCEIS Team created new cost center roles in SRM for the reorganization of the Department of Health and Environmental Control.

New cost center roles were created on June 28, 2013 for the Second Injury Fund becoming a part of the Budget and Control Board.

The following legislative agencies went live with the SCEIS Finance and Human Resources/Payroll systems on June 3, 2013:

- Legislative Services Agency
- Legislative Audit Council
- Education Oversight Committee
- Senate (Human Resources/Payroll only)

One task towards the effort of retiring STARS was completed May 23, 2013 when the SCEIS Team converted data extraction from STARS to SCEIS to build a spending transparency database.

The SCEIS Business Warehouse was upgraded to version 7.3 on May 10, 2013. This upgrade was required for the implementation of the Public Budget Formulation.

On May 3, 2013, the SCEIS Human Resources/Payroll Team implemented enhancements to MySCEmployee to improve the visibility and user friendliness of the portal.

The SCEIS Team implemented the Public Assistance and Income Tax Refunds payment accounts on May 3, 2013. Implementing these payment accounts will assist in the movement of the State Treasurer's Office statewide functionality into SCEIS.

To improve the log-in experience for MySCEmployee users, the SCEIS Team removed the "Remember My Password" functionality in MySCEmployee on April 19, 2013 so that the password field will not

automatically populate the last password used. This will not only prevent potential security risks, but also prevent account lock-outs for users working on a shared computer.

On April 15, 2013, the SCEIS Team completed the conversion of automated deposits from STARS to SCEIS.

Two new transactions, GMDERIVE and ZGMDERIVER, were added to the Grants Management (GM) module on March 25, 2013. With the use of these transactions, Agency GM users are able to view the derivations that control postings to Sponsored Class and Sponsored Program which allows users to prevent or quickly determine the cause of GM Sponsored Class and Sponsored Program errors.

On February 25, 2013, the SCEIS Finance Team implemented the following system changes:

- Locked the Sponsored Class description field in Grants Management to ensure that the descriptions remain constant and to reduce confusion when users need to find a Sponsored Class in the system.
- Added a new validation check that prevents errors and the improper use of General Revenue Funds (2XXXXXXX) with expenditure General Ledger (GL) Accounts. This required change also represents a step toward retiring STARS, which is a primary goal for the SCEIS Team.
- Changed the Asset Shell Deactivation Field to display-only to prevent users from altering the deactivation date after the Asset Shell is retired.

During the first quarter of calendar year 2013, the SCEIS Team placed a focused effort on improving the response time to user requests for help. A weekly analysis and review of tickets was reestablished to determine the status of open tickets and to ensure tickets were being prioritized. This initiative resulted in the number of open tickets averaging 242 each week in the last quarter of calendar year 2013 compared to over 450 early in 2013.

The SCEIS Team, in conjunction with the SCEIS User Group Leads Committee, held seven SCEIS User Group meetings in 2013, reaching a total of 404 representatives from 55 of the 78 SCEIS agencies. The 23 agencies not represented at these meetings were primarily very small agencies or those located outside of Columbia. SCEIS is reviewing how to reach out to those agencies more effectively.

In addition to the Statewide User Group meetings, SCEIS continued to support the growing Reporting User Groups for Finance, Human Resources and Materials Management. These groups are tasked with identifying reports needed by users within these functional areas, listing the data elements and design of the reports and prioritizing these reports for development. The Reporting User Groups met eight times during 2013.

Educating users on SCEIS reporting options and functionality was a main focus of the SCEIS Team in 2013. To meet this goal, the SCEIS Team offered more reporting classes and conducted extensive outreach to agencies. SCEIS met with individual agencies to better understand their unique needs and facilitate the development of customized reports for agencies.

In addition to educating users, SCEIS published 15 report templates in Business Objects so agencies have a report "shell" to build from. An additional 23 report templates are currently being tested for publication. The SCEIS Team, with the support of users, continues to add and improve reporting functions.

SCEIS Training

A total of 8,297 SCEIS training completions were documented in calendar year 2013 compared to 3,524[*] in calendar year 2012. Key factors which impacted the class offerings and number of State employees trained included a renewed focus on a routine calendar of refresher and new hire training, as well as implementations for Supplier Relationship Management 7.2, Public Budget Formulation and six legislative agencies.

Instructor-led classes and workshops
- 55 topics were presented in 301 hands-on classes and 8 auditorium-based workshops
- 3,332 state employees attended classes and workshops
- Advantages of instructor-led training:
    - Real-time interaction with other SCEIS users and with instructors
    - Hands-on practice in classes and in workshops
    - Interactions among colleagues across many agencies

Online courses
- 43 courses were available online at all times through the SCEIS website
- At least 4,965 state employees completed these courses in 2013
- Advantages of online courses:
    - Available at participants' convenience and at their own pace
    - No need for participants and trainers to travel

New hire and refresher training sessions included topics from Finance, including the Business Objects program and reporting; and Human Resources and Payroll, including time and leave management, personnel administration and the MySCEmployee self-service system.

Another major project for SCEIS Training was upgrading the SCEIS uPerform training software which went live on November 25, 2013. The uPerform upgrade provides advanced searching capabilities, improved content and improved compatibility with SCEIS modules such as Supplier Relationship Management 7.2 and MySCEmployee.

Upcoming training projects for calendar year 2014 include an assessment of SCEIS user training needs to identify potential new course offerings; development of online classes for Finance, Human Resources/Payroll and an "Introduction to SCEIS" class for new state employees; Lump Sum Agency training; and Public Budget Formulation training.

Budget

The budget for fiscal year 2014 includes $15,265,445.00 in recurring appropriations. Through December 31, 2013, actual SCEIS staffing and operational costs are projected at $14.8 million for the entire fiscal year. The remaining appropriated funds will be carried over as permitted by law to fiscal year 2015 for ongoing projects.

The budget request for fiscal year 2015 is $15,265,445.00 in State recurring dollars, plus $1,500,000.00 in Other Funds authorization. This authorization is needed to allow SCEIS to perform projects specific to certain agencies and to pass the costs of these projects to the relevant agencies for reimbursements.

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[*] Data corrected from calendar year 2012 SCEIS Annual Report.