SCEIS Payroll Parallel Testing: HR Wave Two Agencies

March 24, 2009

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Welcome and Introductions

- Welcome to the Payroll Parallel Testing Overview
  - Introductions
  - Thank you!

Thank you!

- Dedication
- Diligence
- Determination
- Desire
- Delivery
  - All make SCEIS HR/Payroll a success for you and your agency's employees!

Today's Purpose

- Introduce the Parallel Testing process
- Share what we have seen to date
- Introduce the Variance Output
- Explain why your input is so valuable
    - Tell you what we need from you
    - Tell you how you can learn more
    - Provide you with a timeframe for responding back

Payroll Parallel Process Overview

- **What is Parallel Testing?**

- **Why do we perform the test?**

- **What time frame is being tested?**

- **What other testing has been performed?**
  - Unit testing
  - Integration testing
  - Service pack testing

What is Parallel Testing and What is it Not?

IS	IS NOT
New System tested against a previously-run payroll for comparison	Two systems running at the same time to compare current output
SCEIS payroll is a simulation of the legacy run *looking* for differences	An assumption that legacy is always correct
The objective is to match results and explain differences between systems	Results are expected to match exactly
The parallel allows for performance tests on a large set of data	Only intended to resolve defects
The largest test set possible is desired, but is not a hard requirement	Required to include the entire population
System design- and performance-oriented	An opportunity to re-visit the design stage

Why do we perform the test?

- Verify data conversion mapping, data cleanup, cutover/ready-room procedures
- Validate System Configuration across a large data set
- Simulate a large scale payroll processing job
- Validate the system known differences
- Attain processing results that meet project expectations for acceptable outcomes
- Confirm system readiness

What time frame is being tested?

- This test uses time and personnel data from 5/2/2009 through 5/16/2009

- The data used created the 6/1/2009 payroll payments from the Comptroller General's legacy payroll system

What other testing has been performed?

- Unit Tests:
  - Confirm individual configuration or development works as intended on a small scale
  - Does not impact production system until acceptable results are achieved
- Integration Tests:
  - Connect the individual pieces of the system to test support of business process flow
  - Validate accurate outcomes of specific scenarios
- Service Pack Upgrade Tests:
  - Tests installation of system upgrades
  - Periodic testing against prescribed scripts to verify functionality and intended results

Activities and Results to Date

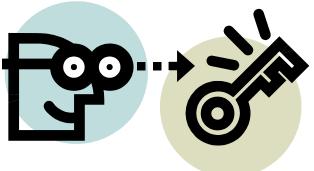# Preparing the Parallel System

- Construct a client for testing
- Establish connections to external software ex; BSI Tax Reporter
- Extract legacy data from the defined test period
- Build a file from the extracted data for variance monitoring
- Map legacy values to SCEIS values
- Convert and validate data
- Load and validate collected data from spreadsheets (agency-provided)
- Load and validate interfaced data into the SCEIS system
- Load YTD balances where required in the system
- Manually enter data (ex: time data)
- Load external time data
- Perform time transfers and address errors
- Perform time evaluation and address errors
- Run the payroll and address errors
- Run the variance and investigate errors
- Re-run and re-test

Things to Know

- Different systems sometimes have different values
- Some data does not exist in the legacy system
- Timing of payments
- Known differences
- Reasons for Ready Room activities (many defined by the Wave One parallel)

When data does not exist

- The data collection spreadsheets are used to collect this data:
  - Furlough data not available for conversion
  - Academic dates need to be collected
  - Academic pay and leave amounts are required
  - Shift premium information must be collected
  - Time transfer specifications must be collected
  - Quota balance information must be collected

Known Differences in SCEIS

❦ Items that will be different in SCEIS vs. CG Payroll:

  ❦ Imputed Income

  ❦ Deduction priority

  ❦ Garnishments managed on a priority basis

  ❦ Leave Without Pay calculations will be standardized and based on an hourly rate

SCEIS Ready Room

- Some of these items will be revisited in the SCEIS Ready Room, both before and after go-live

- Validation at various times before go-live allows for touch points to verify accuracy of data in legacy systems and conversion of information

Variance Output Reports

What you will work from

- Variance Report Spreadsheet specific to your agency
  - Data filters available in the spreadsheet
  - Comment space available

Sample Variance Report

- What does each field in the sample represent?

- Why do I only see items that DON'T match?

Heading Definitions

HEADING	DEFINES
Key	SCEIS PERNR (Personnel ID/No.)
Key Text	Employee Name
Control Personnel Number	SSN
Personnel Area	Agency
Personnel Subarea	Occupational Categories
Employee Group	Position type
Employee Subgroup	Employee eligibility attributes (FLSA Status, benefits/leave eligibility)
Work Schedule Rule	SCEIS work schedule
Test LGART	SCEIS Value
Control LGART	Legacy Value
Difference	Amount Difference
%Difference	Percent Difference
RESEARCH COMMENTS	What YOU Discover

Variance Reports: Next Steps

Why we need your help

- Gross Pay is determined at the agency
  - Much of the information related to what made up a specific payment is held at the agency level.
  - Special payments may have been made for the period tested that were not converted due to the one-time nature of the payment (e.g. bonus payments.
  - Furlough may have been applicable and the value was not available for SCEIS conversion.
  - Overtime or other premium payments may have been paid for a period other than that being entered for the test.

- Based on your research provide your findings in the comments column for each row on your spreadsheet.

- Examples:
  - Some types of special payments are paid out on the 16th of each month
  - 11th and 12th month Comp Time payouts on 6/1/2009
    - Normal Salary on 6/16/2009
  - Furlough resulted in 2 days reduced pay

How you can check this information

- Review CG payroll system information
- Review HRIS system information
- Review records for furlough
- Review records for special payments
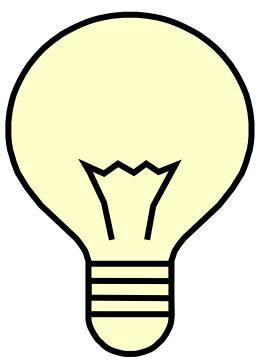
When we need your findings

- Research spreadsheets returned to the SCEIS Project by APRIL 23rd 2010.
- Provide all you have regardless of completion
- Return the spreadsheets where instructed when they are delivered.

"But I love my incandescent light bulbs!"

Conclusion

- We appreciate your help in completing this important activity

- Have questions? Contact the SCEIS Team at sceis-ast@sceis.sc.gov