



SCEIS
Executive Oversight Committee

Annual Report Calendar Year 2023

SCEIS is a division of the South Carolina Department of Administration.

Report Overview

The South Carolina Enterprise Information System (SCEIS) Executive Oversight Committee Annual Report captures the status of SCEIS operations in calendar year 2023 (CY2023). As required by S.C. Code Section 11-53-20, the report is submitted to the Governor, the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee by Jan. 31 of each fiscal year.

The SCEIS Executive Oversight Committee, appointed by the South Carolina Comptroller General, is currently led by chairman Brian Gaines. The committee comprises representatives from a cross-section of state agencies varying in size and business function and representing a range of SCEIS functional areas used by state employees.

SCEIS is the state's integrated software application system used by over 75 South Carolina state agencies to efficiently manage finance, human resources, payroll and purchasing business functions. SCEIS uses the System Applications and Products in Data Processing (SAP) solution and related technologies.

Each year the SCEIS team releases system upgrades and new features to ensure that the state of South Carolina utilizes modern enterprise technology in a secure environment that allows agencies to quickly respond to customer needs. Throughout FY2023 the SCEIS team enhanced system functionality, deployed technical developments, completed projects related to legislative mandates and delivered tools that led to improved productivity and efficiency.

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Strategic Projects

South Carolina is moving toward a more flexible and modern system to ensure efficient, effective and economical management of SCEIS. SCEIS is the statewide integrated system to carry out accounting, budget, human resources, treasury, procurement and payroll processes in South Carolina government and the South Carolina Department of Administration (Admin) currently operates and maintains the SCEIS technology platform.

The SCEIS Modernization Program, comprising approximately 20 projects and applications, kicked off in 2023 with the Nov. 27 release of a request for proposal (RFP) to migrate SAP enterprise resource planning (ERP) Central Component (ECC) to a series of applications with SAP Suite for HANA (S/4HANA) as its core solution. Leading up to the RFP release and through the remainder of CY2023, all areas of the SCEIS team were engaged in pre-proposal workshops and document development, data analysis, systems inventory requirements, configuration reviews and financial forecasting.

Additionally, the team launched a financial system migration project with the South Carolina Department of Transportation (DOT) and a procurement system project with the State Fiscal Accountability Authority (SFAA), projects that are within the scope of the SCEIS Modernization Program.

In calendar year 2023, SCEIS entered the early stages of the Modernization Program work that will continue over the course of several years. The upcoming year will include extensive collaboration, analysis, planning, monitoring and communications that require strategic team resource allocation.

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Functionality Enhancements

Benefits from CY2023 SCEIS functionality enhancements include consistent data collection and reporting from a single source. Simplified user processes and access to information are additional advantages of these enhancements.

Functionality enhancements that were released in CY2023 now allow agencies to leverage the system to improve financial monitoring, standardize human resources reporting and meet the needs of their employees and customers.

Functionality enhancements included:

- Working in collaboration with the Capital Budgeting and Planning unit of Admin's Executive Budget Office, the SCEIS team developed new detailed capital projects reports for revenue and cash. One key benefit of these reports is the ability to monitor cash transfer postings for capital projects.
- The Medical University of South Carolina transitioned to SCEIS interfaces in CY2023 for HR reporting processes. This completes the higher education interface implementation which allows all agencies to follow the same procedures for hiring employees who are already working for the state. This standardization also gives Admin's Division of State Human Resources (DSHR) access to reporting data from institutions of higher education.
- Enhancements were developed and released for the Human Capital Management travel status report. System workflows for this functionality were also improved to increase supervisor approval days as required to meet business needs throughout the state.

Benefits from the CY2023 SCEIS functionality enhancements include consistent data collection and reporting from a single source, simplified user processes and greater access to information.

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Technical Developments

Deploying new software and installing upgrades ensures that SCEIS systems operate using newly released updates that include industry best practices and features. These deployments result in efficiencies and solutions to identified technical issues.

- Technical work included upgrading the SCEIS user interface and completing SAP infrastructure migrations to ensure optimal support and cost controls. This effort included the decommission of operating systems and database servers that are no longer supported.
- The SCEIS team collaborated with the Comptroller General's Office to build a new report for online W-2 elections. The report helps monitor the number of state employees who choose to receive tax forms electronically which minimizes concerns of mail theft and provides quick and convenient access to the forms.
- A system upgrade to Business Objects (BOBJ) 4.3 for reporting was completed, resulting in improved processing time for database queries, the availability of Business Intelligence Workspace for content sharing and the elimination of anything based on legacy technology to align with the evolution of technology standards.
- Multiple areas of the team worked to develop a support Admin's Division of Technology Operations password reset project which included an OpenHub Data Export solution. This reduces the number of steps required for SCEIS users to reset their passwords and provides them with an experience that is like common business practices in other consumer industries.
- New reports were created for the Computer Associates (CA) Service Desk and SAP Change and Release Management (ChARM) applications for transparency, operational and workflow enhancements.

Installing new systems and applying software updates often requires resources across multiple teams and frequently across the entire SCEIS team. Studying the impacts of these upgrades, conducting research to understand how they will specifically apply to SCEIS systems, completing technical requirements, as well as extensive testing before and after changes are applied to systems, add to the complexities of technical developments.

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Legislative Mandates

Most years legislative action results in changes to the SCEIS system. In 2023, multiple mandates led to payroll projects and the completion of a mandated report.

- In collaboration with the Comptroller General's Office and DSHR, the SCEIS team successfully prepared and applied the general increase effective July 1, 2023. The complexities of managing lump sum and percentage increases were carefully planned and executed to ensure accurate and timely work.
- After the completion of the general increases were processed, salary increase files for law enforcement, nursing professionals, mental health professionals and teachers were loaded and implemented to allocate appropriated pay increases.
- Statewide Equal Employment Opportunity (EEO) report data was generated and released to DSHR. The EEO report is required every two years.

Meeting timeline requirements associated with mandates often requires collaboration from external parties such as other state agencies and vendors. Careful coordination and tracking by the SCEIS team ensured that work was completed by target dates.

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Data Privacy and Security Projects

Ensuring that SCEIS systems and state data are protected using robust and leading-edge tools is a continuous priority. In addition to transitioning agencies to a simplified security feature, the SCEIS team deployed a new technical design and processes to further secure vendor data.

- Phase 2 Governance, Risk and Compliance (GRC) was implemented to simplify role access provisioning for SCEIS users. This helps determine if risks might exist in agencies, based on agency role assignments, and notifies agencies of potential risk mitigation needs. This new user role access tool also automates related functions that save agency users' time and allows them to focus on core business functions.
- Multifactor authentication (MFA) was applied to the vendor logon portal in coordination with the SFAA. This added feature further enhances the state's security position.

The new user role access process and roles reduces time agencies spend on giving SCEIS access to their employees and increases SCEIS user productivity time. SCEIS users who receive new role assignments can now begin working in the system more quickly. MFA reduces risk to vendor data and potential fraud against the state of South Carolina.

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Productivity and Efficiency Improvements

Continuously identifying and deploying SCEIS systems, functionality and processes that improve productivity and efficiency enables agencies to better serve state customers. These improvements result in time-saving measures for state employees.

- Job class codes specific to higher education were created in SCEIS Human Capital Management and all higher education positions were migrated to the appropriate job class code. This more accurately captures employee data and minimizes potential errors when other state agencies are assigning class codes to their employees.
- System functionality was designed and deployed to eliminate the availability of parental leave for employee groups who are not eligible for that leave type. The groups include temporary, temporary grant, time limited, non-employee, temporary IExam, temporary grant – deferred pay and time limited – deferred pay employees.
- SCEIS training successfully offered 52 instructor-led courses that included system exercises and simulations with a total of 780 enrolled participants.
- Approximately 3,800 online course completions were logged by SCEIS users encompassing 20 online course offerings. The SCEIS training team augmented access to training by creating the following new online courses:
 - TM300V - SCEIS Leave Administration
 - MySCLearning Training Coordinator curriculum courses:
 - LMS110V - MySCLearning Basic Management: Overview
 - LMS120V – MySCLearning System Administration: Exploring the Screens
 - LMS130V - MySCLearning System Administration: Items
 - LMS140V - MySCLearning System Administration: Creating Classes
- In CY2023, the SCEIS team launched the SCEIS Training Accreditation and Recognition (STAR) certification program to identify users who have met required human resources and payroll training curriculum objectives and demonstrated their knowledge by passing an exam. SCEIS received 19 qualifying applications and awarded eight user accreditations.

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Enhancements to human resources functionality allows for better data tracking and controls, improving reports that may be requested at the agency or state level. Continuous training offerings and new course development maximizes SCEIS user competency to better serve both state agencies and the citizens of the state of South Carolina.

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Upcoming Calendar Year Priorities

Calendar year 2024 will focus on the SCEIS Modernization Program implementation. While some projects will be fully implemented in CY2024, others will require readiness and pre-implementation work such as assessing potential data archiving activities, reviewing third-party tools that support program goals and evaluating current custom code. Meeting schedule requirements and milestones outlined in SCEIS Modernization Program projects will be at the core of SCEIS work in the upcoming year.

The scope of the work for these projects demands extensive coordination with partner agencies, communications with stakeholders, program management and tracking and flexibility to adjust to findings throughout the Modernization Program.

The SCEIS team will routinely inform the SCEIS Executive Oversight Committee of the Modernization Program implementation status and on-going operations as well as perform strategic outreach to all SCEIS stakeholder groups, including end users.

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