



**FI\$Cal**

*Financial Information System for California*

# Labor Distribution Business Process Workshop (BPW)

July 2016 Departmental Release

# Agenda

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- BPW Objectives
- What You Should Take Away
- Labor Distribution Processes
  - Process Overview
  - Detailed End-User Role Description
  - Demonstration
- Change Impact Activity
- Next Steps

# BPW Objectives

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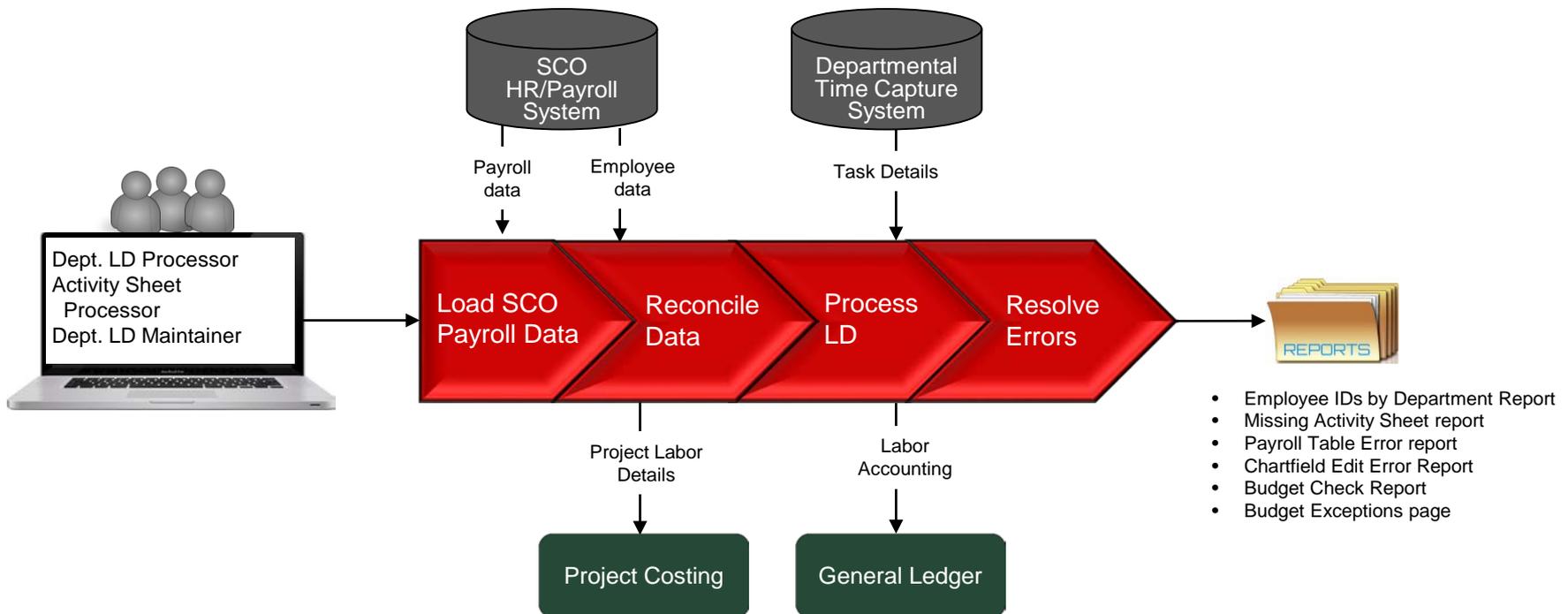
- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation of end-user roles
  - A template to capture department-specific changes and impacts

# What You Should Take Away

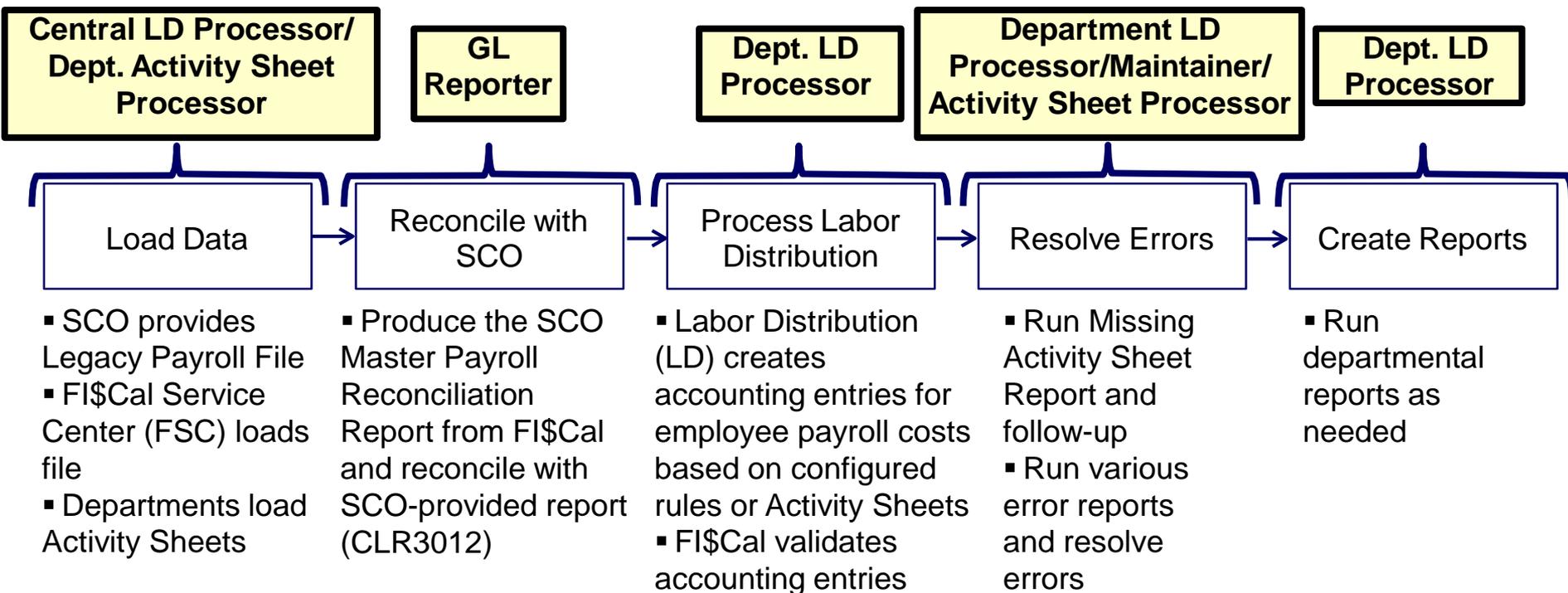
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- Process overview level understanding of the FI\$Cal business processes. For this session, the business processes are:
  - Process Labor Distribution
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Role Mapping Workshop

# Labor Distribution



# Process Labor Distribution



## Key Impacts

- There are three different methods for loading Activity Sheets: Excel upload, interface from existing time capture system, and manual entry.
- Payroll is reconciled centrally against SCO disbursements before the LD process is run.

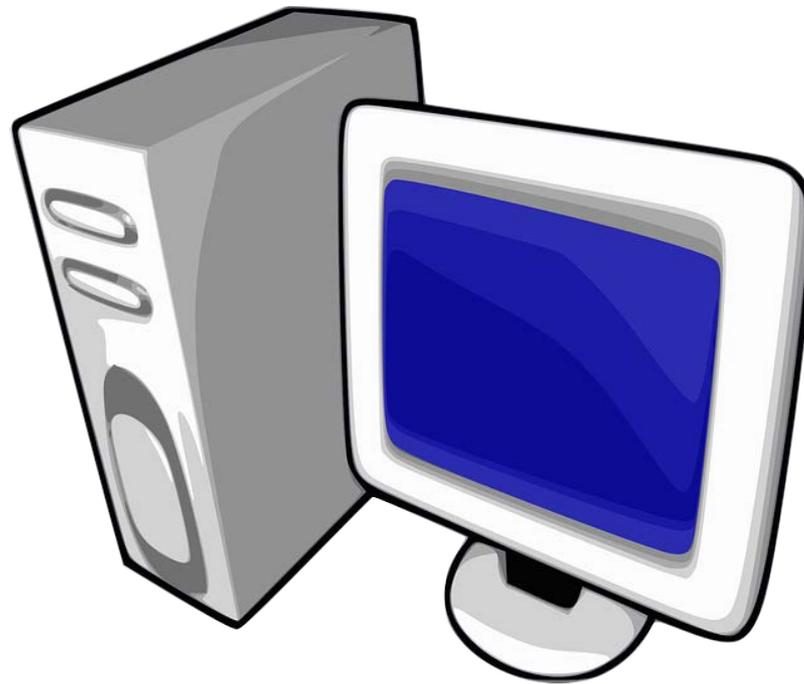
# Perform Labor Distribution

## Department Roles

FI\$Cal End-User Role	Description
Department Activity Sheet Processor	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process and runs the monthly Inbound Activity Sheet Interface (if applicable)
Department LD Processor	The department end user who runs the Labor Distribution Process and Labor Distribution reports
Department LD Maintainer	The department end user who maintains all department-level configuration for Labor Distribution

# Demonstration Overview

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# Change Impact Activity

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- Description:
  - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
  - Departments will have the understanding on how to complete the remainder of the tool on their own
  - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
  - Document three impacts in your BPW Change Impact Tool
- Roles:
  - Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
  - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
  - Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

# Next Steps

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- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Workshop (TECH617) – Early March
  - Change Workshop (READ616) – Late May/Early June
  - End-User Training (TRNG606) – May through July
  - User Support Labs (TRNG612) – August

# Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.



# Question and Answer

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FI\$Cal Project Information:

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# Appendix

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