

ETL Implementation
Consolidated Requirements
03/11/09

Color Key

Reviewed and Agreed to	Needs Further Discussion in Core Team	Needs Further Discussion in Management Committee	Updated based on comments during review
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#	D/S	Prim	I/P	Requirement Description	Rank	Comments
Business Rules						
BR1	PPD1 BS1 BS3 BS4	P	T A R I	<p>1.1.1 The lab will have a single source of time entry for all types of time collected</p> <p>1.1.10.3 The lab will have a standard entry frequency and cutoff for time entry.</p> <p>Effort reporting, time sheets and leave sheets should all use a single source of entry, ensuring that all three are always in synch.</p> <p>Effort Reporting cutoff date should be the same as monthly leave usage date and weekly timesheet date (for the end of month submittal). Currently, time is entered and approved each Monday for weekly, and around the 21st (except holidays) for monthly. Need the ability to set due dates for each type for each reporting period.</p>	MAN	<ul style="list-style-type: none"> We The intention of this requirement is that all entry (chargebacks, effort, timesheet etc ...) would flow to accounting at the same time CD requested a new requirement allowing flexibility in the timeframes for running / entering effort Cut off dates for time entry need to be defined by the Core Team and Approved by the Management Committee. Minimum frequencies of time entry need to be established (daily, weekly, or monthly). Dependency for determining the cut off date are related to the DOE Accounting Close Requirements should be able to move the cut off dates closer to actual month end, but not sure how much we will gain with this automation. Would prefer a month end cutoff date of the end of the month, but don't believe it is practical given all of the approvals, and the time to process the payroll. Could treat every month the same as September, and estimate to the end of the month with adjustments in the following month.
BR2	CD3	T	A R	<p>1.3.1.5 Support one to many and many to one mapping between user activities and project accounting task codes</p> <ul style="list-style-type: none"> Multiple time reporting activities roll up into single project/task A single time reporting activity is allocated to multiple project/tasks based on previously entered percentages. May require that we move the home code assignments from PS to an admin function in the OTL system. Current CD systems has this functionality 	MAN	<ul style="list-style-type: none">
BR3	CD7 BS51	P	R A T	<p>1.1.5 Allow entry of time in the future - primarily for month end, year end, vacations, and STD/Maternity leaves.</p>	MAN	<ul style="list-style-type: none"> Extended vacation, medical absence or travel
BR4	FESS4	P	T A R	<p>1.3.1 Allow entry by user or administrative staff. Only allowed for people without computer accounts (except in emergencies)</p>	MAN	<ul style="list-style-type: none"> FESS Bargaining unit employees and the carpenters are not given computer accounts. They do not get things like Fermi Today or training notifications. This was management decision to avoid grievances. Leadmen do have computer accounts as does John Pratscher, the carpenter super.
BR5	CD8	P	R I	<p>1.6.17 Pay employee by default.</p>	MAN	<ul style="list-style-type: none"> We will not implement any rules in OTL that enforce this policy. It will be a PeopleSoft policy/setting Exempt only
BR6	BS7 FESS4	R	A I T	<p>1.10.3.1 Special Pay handling - special coding for weekend shift premium/compensation types etc. Includes WSP7/Weekend Shift &% Premium, but Bonus/Awards will be handled directly in PeopleSoft.</p>	MAN	
BR7	PPD2 PPD9	I	R	<p>1.1.10.5.4 Need ability to identify tasks that we can't charge effort to. If a task is chargeable for effort, we need to identify which divisions/sections can charge each task.</p>	MAN	<ul style="list-style-type: none"> This is a Project Accounting configuration the OTL will use for editing.

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				Options are only task owning organization, all, or selected divisions/section. This data will need to be maintained in Oracle Projects		<ul style="list-style-type: none"> Review prior to Payroll should be available for Supervisors and Project Manager, Manual Maintenance should be handled at the Div/Sec level, although standard templates can be created assigning the appropriate P/T when had not planned on stopping anyone from adding additional P/T's. We need to see if the system can be set up to restrict ad hoc selection of new tasks and have system admins update the templates when new tasks are added. Need to consider making a special template available for oncalls working on multiple div / sec projects. Typically, a single timesheet for an oncall worker is all allocated to a single task.
BR8	PPD5	P	T A I R	1.4.3 All employees (full time, part time, hourly) should record actual hours for the reporting period. Any time chargeable to another department/project (effort reporting) will be based on an average hourly rate for the period (monthly salary/total hours for the month)	MAN	<ul style="list-style-type: none">
BR9	BS2	P	T R I	1.6.1, 1.6.3 Transfers to/from monthly/weekly will require entry of both during the transition month.	MAN	<ul style="list-style-type: none"> We need the PS interface to change the attribute that we use in OTL to drive how the employee is classified. Impacts when/if hours are sent to PeopleSoft
BR10	BS9	R	T A I	1.1.10.3.3 Need to provide ability to record lunch hours/breaks and need a special code for pay for lunch for weekly employees	MAN	<ul style="list-style-type: none"> Paid Meal Break
BR11	BS10 BS14	I	T A R	1.1.5 Minimum increment for leave (vacation, sick, floating holidays, etc) is 4 hours for monthly	MAN	<ul style="list-style-type: none"> Need to set up a Fermi wide project with all of the time off tasks
BR12	BS15	I	T A R	1.1.5 Vacation, sick days and floating holidays can only be entered in 0.1 of the standard hours in a day for part time monthly employees and weekly.	MAN	<ul style="list-style-type: none"> Monthly will continue to be reported in 1/2 day increments PPG indicates that the minimum vacation time that can be taken is 1 hr. Floating Holiday must be taken in 1/2 day increments. The 1/4 increments is fine for sick pay. Unions Machinist, Firefighters, Electricians - employees may use vacation credit in any amount. Guide is silent as floating holiday and sick pay Drivers - employees may use vacation credited in half hour increments. Guide is silent as to floating holiday and sick pay
BR13	BS12	I	T R P	1.1.10.3.3 Need a death in family leave code to indicate relationship	MAN	<ul style="list-style-type: none"> We pay for some types but not others.
BR14	BS13	I	T R P	1.7.3 For Jury Duty leave, have to give daily stipend to Fermi to get normal pay.	MAN	<ul style="list-style-type: none"> We typically deduct \$10 per day. We only need to identify Jury Duty as a task, but need the employee to send a copy of the Summons to payroll within the same pay period.
BR15	BS17	R	T A I P	1.7.1 .Able to treat unions and certain groups of employees separate from others. Employees could be working special shifts/hours (12 hour, 10 hour, etc) at managements request or at employee's request.	MAN	<ul style="list-style-type: none"> Need to document the overtime policies Need to set up shifts and rotating schedules.
BR16	BS22	P	T A R I	1.6.3 Allow employee to be paid/record time for more or less than standard hours.	MAN	<ul style="list-style-type: none"> These are interface to PS rules. No editing/rules are required in OTL If an employee starts the last week of May, their end of June pay will include June and the last week of May. The hours would be recorded as an adjustment to the prior

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						month in OTL.
BR17	BS24	R	I	1.1.10.3.1 Handle over 100 lifetime earning types	MAN	<ul style="list-style-type: none"> No limit preferred, but over 100 should be adequate Earning types include jury duty, sick, floating holiday, shifts, etc.
BR18	BS25	R	I	1.1.10.3.1 Allow for an employee to have over 20 earning types per pay	MAN	<ul style="list-style-type: none"> No limit preferred, but over 20 should be adequate
BR19	BS27	R	T A I P	1.7.7 Provide ability to enter regular, overtime, vacation hrs. System will automatically calculate overtime if there is overtime to be paid.	MAN	<ul style="list-style-type: none">
BR20	BS18 BS52	P	T A R I	1.1.5, 1.6.3, 1.6.2 Allow adjustments in the current pay period for prior entries (revisions). Adjustments should be available for payroll and effort	MAN	<ul style="list-style-type: none"> Need to create a policy for how far back we will allow adjustments for the timestore. Need separate policies for hourly vs exempt. Policy also needs to state when an adjustment twill be initiated in the timestore, in PA, or in PS. After the original record is transferred to payroll/projects, the time store creates an adjustment record The interfaces need to handle the adjustment.
BR21	BS23	P	A R I	1.6.17 Must allow payroll to key in data and/or override data keyed in after it has been interfaced to PeopleSoft.	MAN	<ul style="list-style-type: none"> Not an OTL requirement Bonuses/Employee rewards will not be reflected in the OTL system – they will be entered directly into PeopleSoft by the payroll department Payroll currently enters special disability leave (not currently captured on the leave sheets). Creates potential reconciliation issues.
BR22	TD2 FESS1	R	T A R I	1.6.18 Must be able to effort and chargeback report from the same department. Each chargeable task can set up to use a chargeback or an effort rate. If a chargeback rate is selected, a standard rate for that task must be required.	HD	<ul style="list-style-type: none"> This is a PA configuration step Effort reporting rate is based on the salary and number of hours worked by the person recording the hours. Chargeback is a single rate used regardless of who records the hours. The Machine Shop submits both a chargeback and an effort report each month.
BR23	TD1	P		<p>1.7.2.5 Any auditing/editing of minimum time entered by a person must be evaluated over a period of time, not a single reporting period.</p> <p>One important requirement is that monthly people have a time sheet that they can fill out accurately. As you know, many physicists and other staff employees are expected to work nights, weekends, 12-16 hr days and they sometimes do this for days or weeks in a row. This work pattern is crucial during shutdowns or critical repairs to the accelerator or detectors. Later people may take a few days off in the middle of the week. It is often unreasonable for them to be asked to write these days down as vacation. Our present time sheets do not allow them to correctly indicate what they did. However, we are quick to remind them that their time sheet is a "legal document" and we ask them to sign it. I note that the lab has recently fired hourly people for not correctly filling out their time sheet. Sooner or later the lab is going to get into legal trouble with a staff person as a result of this situation. The new system provides an opportunity to address this problem. My suggestion is simple. We should require staff people to indicate at least 22 (or whatever the number is for that particular month) full days of work (or equivalent) per month on their time sheet or take corresponding vacation.</p>	HD	<ul style="list-style-type: none"> Need to set up a earning policy and a "hidden" comp bucket that can be used for evaluation. This topic should be addressed independently, and not as part of the OTL Project Implementation. Bruce stated in the project kickoff meeting that there will be no policies regarding comp or flextime implemented as part of this project. If actual time (and timeframes) worked will be entered, we need to address the ramifications vs this statement. Legal / HR needs to be brought into the loop to detail time reporting rules so that 'flex-time' and 'comp time' are not insinuated when a normal 8 hrs' a day .. or 5 days a week are not entered on time sheets This could cover flex and/or comp time. As long as the employee reports the minimum amount of hours for the reporting period (based on the type of employee), it shouldn't matter which days or how many hours per day are reported.
Usability/Input						
U11	BS44	I	T	1.6.7 Offsite entry – all onsite functions (not just time entry of delegate	MAN	<ul style="list-style-type: none"> Includes offsite and access onsite from hostile

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			A	approval) 1.2.2 Ability to delegate approver (approver and time submitter can delegate)		networks
UI2	BS37	T		1.1.1 Ability to enter time electronically	MAN	<ul style="list-style-type: none"> We find that Argonne has their employees complete a timecard electronically or by swiping his/her badge thru a timeclock. The supervisor than electronically approves the timecard. They have had no problem with DOE with this procedure. We are checking with a couple of other Labs
UI3	AD1 BS36 AD7	T		1.1.10 System must be "User Friendly" - people have to want to do this. Fast, easy to use with the ability to enter time for 3-4 projects over the course of the month in under 10 minutes	MAN	<ul style="list-style-type: none">
UI4	CD20 TD4	I	T R	1.7.4 Support input from employees, contractors and visitors	MAN	<ul style="list-style-type: none">
UI5	BS34	T		1.1.10.2, 1.8.1 Default home codes from People Soft are always displayed on the timesheet.	MAN	<ul style="list-style-type: none"> In this context, home code really means what task (or tasks) are being charged with the actual payroll expenses by PeopleSoft. We need to evaluate the use of home codes and where they are maintained with an OTL implementation.
UI6	CT3	R	T	1.7.3 Must be able to enter time to specific hours on a 24 hour clock to identify overtime and shift premiums.	MAN	<ul style="list-style-type: none">
UI7	BS35	R	T A	1.1.2, 1.3.1 Allow employee, supervisor, or administrator ability to change hours/project/task numbers before approval	MAN	<ul style="list-style-type: none">
UI8	BS38	T	R	1.1.9 Ability for user to set default Project/Tasks displayed on time entry screen.	MAN	<ul style="list-style-type: none"> This requirement conflicts with our discussion on BR7 and needs to be reevaluated
UI9	BS50 AD4 CD21	P	T A	1.1.10.6 Entry in percentage or in hours. Entry in percentage would require entry of total hours worked for the reporting period if more that the standard number of hours was worked during the period.	MAN	<ul style="list-style-type: none"> One of the recommendations from the Hackett Group during the product selection phase of the project was to limit entry of time to hours (and not allow percentages). Primary reasons are inaccuracy of reporting in percentages and inability to report actual hours worked. CD may still push for this as a requirement
UI10	CD8 BS57	R	A	1.5.4 Email/pager notification reminders to complete time entry Email/pager notification to supervisor and employee if the employee fails to fill out effort report.	MAN	<ul style="list-style-type: none"> AD has set up email accounts for all of their employees for these notifications in their current system, and send out reminders every Monday morning. Reminder emails are sent on Wednesdays if timesheet is not 100% submitted/approved.
UI11	BS26 BS19	R	T	1.1.10.3.3 Provide a drop down list of earnings types that employee is eligible for. Restrict pay types based on classification of person and pay type	MAN	<ul style="list-style-type: none"> Would need to configure based on employee "types" Monthly would be limited to the current leave types on the leave sheet.
UI12	FESS6	P	R	1.1.5, 1.6.3, 1.6.2 Allow changes to be made for 3 years (before archive)	MAN	<ul style="list-style-type: none"> We need input/recommendations from Accounting describing how they think adjustments need to work Need to identify when adjustments should be made in the time entry system and when adjustments will be made directly to Project Accounting and/or PeopleSoft. Have had requests to transfer chargebacks and effort reporting for NUMI going back over a year. Should allow inception to date changes for ongoing projects. Need to determine if changes after 3 years should just be made to Oracle Projects, or if we need to keep data longer for ongoing projects.
UI13	CD2 CD17 FESS3	T	A R	1.1.10.6, 1.1.10.3.3 Customizable interface (at the department level) that allows capturing department specific information so that the user is presented with department specific activities, not project accounting tasks. Includes:	MAN	<ul style="list-style-type: none"> The code that CD uses can potentially map to multiple tasks. This code will map to one task by default, but the approver (potentially a 3rd level approver) needs the ability to

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	TD3			<ul style="list-style-type: none"> Aliases/alternative task names Entry of diverse types of numbering systems for activities: i.e., work orders, project numbers, R&G job codes, etc Ability to set up relationships between work orders and project/tasks. Can be one to one or many (work orders) to one (project/task) Project codes (like job numbers) and ability to attach one project code to multiple project/task numbers. Need to have definitions in the system for project codes 		<ul style="list-style-type: none"> override this mapping and potentially split the mapping to multiple tasks. The approver overrides is a new requirement. The change in mapping can potentially impact project/effort and payroll costs. It is not clear if this is currently accomplished in the CD time capture system or if it is accomplished in the effort reporting spreadsheets. Activity list changes often and need to be defined by department heads
UI14	CD19	R	T	1.6.8 Support for activity field containing a URL for a more verbose description of the task	MAN	•
UI15	BS43	I		1.6.9 Single sign on	HD	• Our goal will be to integrate single signon using Kerberos authentication. We still need to validate that it can be done.
UI16	BS45	I	T	1.6.10 Kiosks/extra PCs in public/accessible locations around the lab for employees without PCs. Ability to use other devices (handheld, phone, etc) for entry as long as they direct connect/run a web browser.	HD	•
UI17	BS16 BS29 BS30 BS31 BS32 BS33 BS56 TD9	R	T A	1.1.5, 1.7.1.4 Error/Warning messages: <ul style="list-style-type: none"> Warning message if regular hrs for weekly is > 40 Warning message if OTP & OT2 (overtime hrs) for weekly is > 20 sent to the approver and/or displayed when the approver reviews the time. Warning message if floating holiday hrs (both pay groups) exceed employee accrual bal for payments made in January of each year Error message if sick, floating holiday, or vacation hrs (both groups) exceed employee's accrual balance Do not allow entry of obvious errors (closed project/task numbers, too many or too few hours, wrong payroll number, etc.). Submittal only if minimal entry requirements are met (based on hours, probably only for full time employees) 	HD	• What about employees in different countries with different holidays ?
UI18	BS47	I	T	1.6.1.Know/show available/unused vacation and floating holidays	HD	•
UI19	BS48 BS39 BS28	R	T	1.1.1, 1.1.9 Ability to enter data more than one way <ul style="list-style-type: none"> Default Tasks Tasks with activity from last reporting period Ability to enter partial data Any active task that I have ever entered time for Ability to view prior pay period hours and create current hours from at prior period entry (pull up prior period, make changes, save for new period). Use this every reporting period (still requires submittal/approval) Auto standard hours Allow monthly to enter non home code activities, and default remainder to home task with overrides for overtime 	HD	•
UI20	BS49	P	R	1.1.1, 1.1.9 Default entry periods (weekly, bi-weekly, monthly, etc).	HD	•
UI21	BS53 BS90	R	T A	1.1.1 Generate vacation/leave requests based on timesheets and forward to supervisors for digital signature	HD	•
UI22	BS54 BS55 FESS1	R	T	1.1.3 Allow entry and changes an unlimited number of times until submitted/approved	HD	•
UI23	BS46	T		1.1.10.7 Touch screen entry	DES	•
Workflow						
W1	AD2	A	R	1.1.4 WEB based electronic digital signature/approval for timesheets (different levels of	MAN	• We find that Argonne has their employees complete a

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	CD5 TD10 BS60			supervision). Need an easy way for the department heads and budget officers to look at/review time entered.		timecard electronically or by swiping his/her badge thru a timeclock. The supervisor than electronically approves the timecard. They have had no problem with DOE with this procedure. We are checking with a couple of other Labs
W2	CD6	A	T R	<ul style="list-style-type: none"> 1.5.4 Configurable to notify supervisor(s) and/or Admins to fill out employee timesheet if it has not been completed by the employee. 1.3.1 Ability to override or enter time for absent or terminated employees. Includes time for employees working offsite/overseas. 1.6.7 Ability to do approvals offsite (both primary and delegate) 1.3.1 Give admin assistants the ability to enter time for absent or terminated employees. 1.1.7, 1.3.3.2 Need proper audit trail on who enters the time. 	MAN	<ul style="list-style-type: none"> If someone is out of the country, sick, etc, their supervisor must get a reminder to fill out effort report Will need to get formal approval from the employee later
W3	PPD4	A	I	1.2.2 Approval at the line level on the timesheet. This would give projects the ability to review/approve the effort being charged to their tasks before it is submitted to Accounting, and approvers in other departments the ability to approve overtime.	MAN	<ul style="list-style-type: none"> Need to use a combination of Approver and Reviewer
W4	BS61 BS72 PPD6	A	I	1.2.2 Approver for payroll hours can be supervisor or designate, and includes the ability to identify primary and secondary approvers.	MAN	<ul style="list-style-type: none"> Need to use a combination of Approver and Reviewer
W5	BS63	A		1.2.3 Bounce back time for corrections before/during approval process.	MAN	<ul style="list-style-type: none">
W6	BS42 BS64 BS65 CD9	NA	NA	COMBINED WITH W2	MAN	
W7	BS67	I	A R	1.7.5 Need organizational/reporting (employee/supervisor) structure to support the approval process. Must be able to include employee/supervisor and/or employee/approver relationships.	MAN	<ul style="list-style-type: none">
W8	AD8	P	T A R	1.1.5 Data must be entered and approved/submitted on a weekly basis	HD	<ul style="list-style-type: none"> This policy was agreed to by the previous core team and approved by the Management Committee. CD now disagrees with this policy, and needs to prepare a business case supporting their position. We need to update the formal lab policies based on this decision.
W9	CT1	A	I	1.2.5 Create notifications for Project Managers, and provide a summary approval screen organized by project.	HD	<ul style="list-style-type: none">
W10	BS62	A	R	1.2.5 Individual or list approval	HD	<ul style="list-style-type: none">
W11	BS66	NA	NA	1.5.5 Workflow (first level of approval) to validate that time off (vacation, sick days, floating holidays) is equal to independent group calendar	DES	<ul style="list-style-type: none"> This would have been a requirement if we didn't have a system in OTL to validate reported time and requested time off.
Local Administration						
LA1	CD16	P	R	1.3.1 We need global, departmental and divisional levels of admin functionality	MAN	<ul style="list-style-type: none">
LA2	BS40 BS74 AD3	R	I	1.3.1, 1.1.9 Ability for "administrators" to set default project/tasks for new employees at the group level based on home code.	MAN	<ul style="list-style-type: none"> Requirement may be different/change based on how we implement/maintain home codes with the new OTL system.
LA3	CD4 CD10 CD11 CD12 BS5 BS76 PPD3	P	T A R	<p>1.1.1 Entry periods configurable (weekly, monthly, etc) at the division level, and will drive which period the employee sees by default. Reporting (accounting) periods are set at the global level. Entries can be updated during the current reporting period, but must be included in the next reporting period after it is "frozen". For monthly employees, only corrections to leave/time off will be used by payroll/PeopleSoft.</p> <p>1.5.3 Notifications for employees are driven by the ENTY periods. Notifications to supervisors are driven by the reporting periods.</p>	MAN	<ul style="list-style-type: none">

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LA4	BS73	P	R	1.3.1 Ability to identify timesheet "chasers" that can see all entries for a department/division/section/total Fermi (for payroll) for overall validation that all entries are in and approved	MAN	<ul style="list-style-type: none"> Mandatory for Payroll Need to define and set up timekeepers
LA5	BS41 BS75	R	T	1.3.1 Ability for "administrators" to add new default tasks that will be included on existing employees at the group level.	HD	<ul style="list-style-type: none">
System Level Administration						
SA1	CD14 TD7	I	R	1.8.2, 1.1.1 Support different user types/functional titles with each username for categorizing across departments	MAN	<ul style="list-style-type: none"> Employees, contractors, testers treated differently for different purposes.
SA2	CD15	P	I R	1.6.11 Support database roles/permissions which map onto each level of admin functions	MAN	<ul style="list-style-type: none">
SA3	BS77	I	R	1.7.1.4 Calendar to set cut off dates/times for weekly and monthly entry reporting.	MAN	<ul style="list-style-type: none"> Needs to be in synch with PeopleSoft calendars
SA4	BS78	I	R	1.7.1.4 Calendar to set holidays	MAN	<ul style="list-style-type: none"> Needs to be in synch with PeopleSoft calendars Could use holiday calendar from PeopleSoft as a source
SA5	CD13	I		1.6.11 Migrate user from one department to another without loss of password or other data	HD	<ul style="list-style-type: none">
SA6		P	R	1.7.5 1.3.1 Need the ability to change preferences, approvers, etc when a person moves from one organization to another	MAN	<ul style="list-style-type: none">
Desktop SW						
DSW 1	AD5	I		1.6.12 Must run on Windows (XP & 2000), Macs, Unix (Solaris, Linux, Irix, and HPUX).	MAN	<ul style="list-style-type: none"> Not sure which version of windows runs Tablet PCs
DSW 2	AD6, CD18	I		1.6.12 Accessible via Internet Explorer and Netscape Navigator	MAN	<ul style="list-style-type: none">
DSW 3	BS102	I		1.6.12 Ability to use PeopleSoft and OPSF at the same time	MAN	<ul style="list-style-type: none"> Only an issue for Payroll and HR Departments Currently we cannot be on PeopleSoft and Oracle at the same time. If we are on one and try to sign on to the other, we are blown off the one we are signed on to.
Reporting						
R1	AD9	T	I	1.9.1 Data/Reports- Hrs%/dollars available through On-Line Reports, Discoverer, Cobra	MAN	<ul style="list-style-type: none"> The OTL system will not have any costs (only hours) This data will continue to be available from Project Accounting.
R2	CD22 TD6	T	I	1.9.3 Output format supports text, .xls, and xml	MAN	<ul style="list-style-type: none">
R3	BS81 BS93	I	T	1.9.3 Ability to retrieve/view/print a report for hrs covering 1,2,3 yrs by employee and division	MAN	<ul style="list-style-type: none"> Tied to BR3
R4	BS83 BS85	I	T	1.9.3 Control totals for each group entered plus grand totals (totals by earnings for employee/group/division/total).	MAN	<ul style="list-style-type: none"> For payroll reconciliation
R5	BS84	I	T	1.9.3 Summary Report – each division (group) totals plus grand total	MAN	<ul style="list-style-type: none"> Pay 20 batch totals reconciliation
R6	BS92	I	T	1.9.2 Flexible reports/views of the data for "my group" as an approver/supervisor: and next level up based on reporting structure. <ul style="list-style-type: none"> Not reported Under reported Over reported Approved for period Not approved for period Rejected for period Sick time views (not available to the employee) Vacation/floating holiday views 	MAN	<ul style="list-style-type: none">

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R7	AD10 PPD7 PPD8 TD4 TD5 TD7 TD8 BS82 BS87 BS88	P	T I	<ul style="list-style-type: none"> 1.9.1 Provide ability to select any field and sort/group data by task, project, employee, type (employee/contractor/visitor), time period, department, division, job title (HR). functional title. 1.9.1 Anyone can see/view time entered (across divisions). 1.9.1 If an employee transfers or terminates, the old data must still be visible by the old division. 	HD	<ul style="list-style-type: none"> The OTL system will not have any costs (only hours)
R8	CD24 FESS5	I	T	1.9.1 Can report on any data entered into the OTL system, including user defined fields, chargebacks, and effort reporting info.	HD	<ul style="list-style-type: none"> Tied to BR3 Need to be able to query what percentage individual entered, not just how much was charged against a task.
R9	CD23	P	I	1.6.11 Provide ability to generate reports with direct/native SQL inquiries against all input data	HD	<ul style="list-style-type: none"> There may be security concerns on direct SQL access.
R10	BS86	I		1.6.13 Reports run in .01 to 5 minutes	HD	<ul style="list-style-type: none">
R11	BS89 BS91	I	T	1.9.1 Ability to develop special queries using a standard reporting tool (including discoverer)	HD	<ul style="list-style-type: none">
R12	CT2	P	T I	1.9.1 System must be able to report FTEs by department based on classification of employee regardless of the amount of hours reported by the employee.	HD	<ul style="list-style-type: none"> For AESOOK and other FTE requests.
Security						
S1	CD29 PPD10 BS59	I		1.6.11 Users have to log in with a valid ID and a password. Either use Kerberos tickets, or use password dictionary to enforce policy on passwords	MAN	<ul style="list-style-type: none">
S2	CD30 BS58	I		1.6.11 Encrypted entry through a secured web page with digital certificate to validate signature and content	MAN	<ul style="list-style-type: none">
History						
H1	AD11 BS100 BS101	I		1.9.1 Historical data kept for 3 years On-Line and archived forever.	MAN (DOE)	<ul style="list-style-type: none"> Cannot destroy any time records – have to archive after it is past the online requirement
H2	CT4	T		1.10.1 Transaction history for any changes in OTL to time reported after it has been submitted to payroll. Transaction history for any time that is entered or corrected by someone other than the person working the time. Provide a text comment when corrections are made	MAN	<ul style="list-style-type: none"> Tied to BR3
Support Considerations						
SC1	AD12	I		1.1.10.7 The System must be adaptable to the users needs. i.e. if we are not developing in-house then vendor must be willing to make changes to their software or be customizable to accommodate our needs	MAN	<ul style="list-style-type: none">
SC2	CD27	I		1.6.14 Phone based support	MAN	<ul style="list-style-type: none"> BSS heldesk hours 7-4:30 Phone Support 24 hour online / voicemail support requests can be entered
SC3	CD26 CD28 BS79 BS80	I	T	1.6.14 Web based help desk support during off hours (24/7 - certainly more than 8/5)	MAN	<ul style="list-style-type: none"> Need support for second and third shift.
Interfaces						
IF1	CD1	P	T I	1.6.15 Interface into new tool from division reporting system	MAN	<ul style="list-style-type: none"> If this is provided, then all CD only requirements are unnecessary.
IF2	FESS2	I	T	1.6.4 Ability to feed information from the OTL system to the CMMS system	MAN	<ul style="list-style-type: none"> Pat needs to research this requirement to validate which fields need to be fed to CMMS
IF3	BS11	I		1.6.3 For weekly, need to track leave without pay as negative hours for People Soft	MAN	<ul style="list-style-type: none">

ETL Implementation
Consolidated Requirements
03/11/09

#	D/S	Prim	I/P	Requirement Description	Rank	Comments
				Interface		
IF4	BS20	R	I	1.1.5 Must calc earnings (+ or -) based on other earnings and employee standard hours	MAN	• People Soft Interface or People Soft enhancement request.
IF5	BS21	R	I	1.1.5 Able to use certain hours for overtime calc	MAN	• PS interface requirement
IF6	BS94	R	I	1.6.3 Ability to feed People Soft Hr/Payroll System. Need to be able to send a request if a person leaves and needs to get paid between reporting cycles.	MAN	• Specific to off cycle time cards for terminations
IF7	BS95	P	R I	1.6.16 People Soft system will feed Oracle Projects/OPSF.	MAN	•
IF8	BS96	I	R	1.6.1 New Employees and changes to type (Monthly/Weekly) need to flow to the OTL system in a timely fashion (close to real time)	MAN	•
IF9	BS97	P	R I	1.6.2 Automate process to reactivate terminated people for the Oracle Projects interface.	MAN	• May be resolved by additional date fields available with the full HR install. • For employees that terminate during the reporting cycle. • Current process to reactivate/inactivate terminated employees must still be available
IF10	BS98	P	R I	1.1.1 Time entered in percent must be converted into hours before it is sent to People Soft	MAN	• This will be a non issue if we report in hours
IF11	BS99	I		1.6.3 Interface to PeopleSoft must be at the lowest level of detail - no summary in interface to People Soft	MAN	•
IF12	CD29	P	I	1.9.1 This data must be available by division to interface to project management tools	HD	• Should this data come from Oracle Projects ?
				Backup/Recovery		
B1	BS68	I		1.11.1 Quick recovery (minutes – not days) – same as the current PeopleSoft requirements	MAN	• Need additional information mapping the amount of down time to the type of down time.
B2	BS69	I		1.11.3 Must be incorporated in the current disaster plan	MAN	•
B3	BS70	I		1.11.3 Daily backup	MAN	•
B4	BS71	I		1.11.3, 1.6.3 Backup before interface to PeopleSoft	MAN	•

Rank

- The requirement will receive a **mandatory** ranking if it satisfies one of the following criteria:
 - ☑ Required by DOE or other outside agency,
 - ☑ The information is necessary to the safe operation of the LAB
 - ☑ The information is required for financial control or to prevent loss of property
 - ☑ The information is vital to the work of a Fermilab organization.
 - ☑ The information is required for the maintenance of the health and welfare of lab employees or others.
 - ☑ An existing system or interface needs to be changed as a result of the migration to an Employee Time and Labor system.
 - ☑ Requirement/functionality exists in a current system. This classification was used for purposes of initially compiling the list of requirements. Some existing functionality will not be carried forward.
- If the above are not true, then the requirement falls into the **highly desirable** or **desirable** rankings. The determination if a gap is highly desirable versus desirable is somewhat subjective. Please consider the following objective questions to help distinguish the two rankings.
 - ☑ How many different groups/people does this requirement affect? *(if a large number then consider for highly desirable)*
 - ☑ Is there a quantifiable savings in effort/time resulting from this requirement? *(if significant savings then consider for highly desirable)*