



# Fermilab Time & Labor System Implementation

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- Key Objectives

- Continual improvement of our financial management systems
  - Replace 35+ year old manual processes
  - Eliminate redundant stand-alone systems
  - Fully integrate with the laboratory's core financial management systems (Oracle and PeopleSoft)
- Streamline operations and reporting
  - Automate time entry and approval
  - Eliminate duplicate effort associated with creating and feeding individual labor tracking systems
  - Standardize processes and reporting
- Resolve control deficiencies identified by Internal Audit
- Prepare for future projects (e.g., NOvA, Project X, DUSEL)

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- Project Status

- Sections Exempt employees were cut-over to FTL in Nov '07 - **~225 employees**
  - Implementation was rockier than anticipated
  - Emphasis placed on stabilizing production operations
  - Major impact on the Payroll and MIS Departments
- Roll-out schedule delayed approximately 1 year
  - Furloughs, layoffs, and required attrition in FY08 significantly affected availability of personnel to move the project forward
  - Priority placed on upgrading PeopleSoft HRMS
  - Operating at near-minimal staffing levels necessary to sustain production operations and compliance
    - Little or no breathing room for process improvement
    - New systems projects are slowed (FTL, Dashboard, OrgPlus)

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- Project Status (continued)
  - Roll-out for remaining employees to occur in multiple phases:
    - Divisions Exempt (TD) to cut-over in Mar '09 - **~125 employees**
    - Division Exempt (PPD) to cut-over in April '09 – **~300 employees**
    - Divisions Exempt (AD & CD) to cut-over in May '09 - **~556 employees**
    - Sections Non-exempt to cut-over in Aug '09 - **~244 employees**
    - Divisions Non-exempt to cut-over in Oct '09 - **~463 employees**
    - Unions to cut-over from Oct - Dec '09 – **~76 employees**

# FTL Operational Readiness Review (ORR) Short-interval-Schedule

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- Project Kick-off Meeting: 3/11
- Functional Review: 3/12 – 3/20
  - Review existing project working papers (e.g., list of known risks)
  - Conduct “walkthrough” of functional areas
  - Ask questions, make observations, and assess risks
- Draft Report: 3/23
  - Document Findings & Observations (if any)
  - Prepare Recommendations
- Clarification & Revisions: 3/23 – 3/24
- Final Report: 3/25