eMerge User Acceptance Test

- What is User Acceptance Test?
  - User Acceptance Testing (UAT) is one of several major testing stages for the project implementation. In this stage both central and local department super users perform scripted tests based on City business processes to evaluate the eMerge solution.

- UAT Timeline

TASK	Planned Begin - End	2011					Converted PPE Data	Test PP Begin - End
		May	Jun	Jul	Aug	Sep		
Testing								
User Acceptance Test	***05/31 - 07/29/11***							
Test Cycle 1	*05/31 - 06/17/11*						*03/04/2011*	*03/05 - 03/18/11*
Test Cycle 2	*06/20 - 07/01/11*						*03/04/2011*	*03/19 - 04/01/11*
Test Cycle 3	*07/05 - 07/29/11*						*03/04/2011*	*04/02 - 04/15/11*
Deployment								
Go / No Go Decision								
Execute Cutover Plan								
Go-Live								

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- Central Agency Participation
  - Controller's Office
  - Department of Human Resources
  - Health Service System
  - Mayor's Office
  - Retirement Services
- Department Participation
  - Airport
  - Department of Human Resources
  - Department of Public Health
  - Fire Department
  - General Services Agency / DPW
  - Human Services Agency
  - Municipal Transportation Agency
  - Office of the Controller
  - Police Department
  - Port of San Francisco
  - Public Utilities Commission
  - Recreation & Parks Department

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Department Test Roles

Functional Role	Description	Processes
HR Processor	Responsible for appointment processing of new hires and requesting DSW badges; reviews hire info before submitting to DHR; updates various employee personal info & profile data in PS; enters performance evaluation info in PS; responsible for updating employees' salary progression data into PS	• Reassignment • Redesignation • Appointment Changes • Pay Rate Change • Leave of Absence • Paid Leave of Absence • Terminations • Transfer of Function • Employee Reclassification • Transfers • Profile Manager • New Hires/Rehires • Performance Evaluation • Personal Data Change
HR Analyst	Enters job actions, etc for their employees; prepares and submits Layoff Packet, including Separation Report to DHR; verifies positions and takes action (recruitment);completes Request to Hire Checklist and submits Request to Hire form to DHR; creates /maintains a recruitment and posting the Announcement in JobAps	• Reassignment • Redesignation • Appointment Changes • Pay Rate Change • Leave of Absence • Paid Leave of Absence • Terminations • Transfer of Function • Employee Reclassification • Transfers • Profile Manager • New Hires/Rehires • Performance Evaluation • Personal Data Change
HR Analyst – Position Management	Responsible for various aspects of position management.	• Create New Position • Position Request • Position Data Updates
Time Keeper	Responsible for the entry of time worked and leave time accrued/taken for eventual reporting to PPSD. This role will validate the Time and Absence calculations created by PPSD and correct any exceptions (errors). They will coordinate with the Central T&L/Abs Man Analyst during processing period, from time entry through time approval	•View Timesheets •View Payable Time •View Absence Requests •View Leave Balances
Budget Analyst	Responsible for reconciling the ASO to positions	• ASO Reconciliation • Position Funding Override

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- Responsibilities of Testers
  - All testing is performed onsite at eMerge office
  - Testers follow detailed test scripts based on business processes approved by the City.
  - Participants may be executing one or more tests within a larger, end-to-end process.
  - Selected department participants are expected to be process experts within your department.
  - Department participants prioritize testing commitments through the entire duration of UAT.
  - NOTE: This testing is not an opportunity to request new functionality or changes in the approved business processes.

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- Benefits of Participation
  - A “sneak peak” at PeopleSoft 9.0 and the newly approved business processes.
  - Staff experienced with the new business processes can help coach others at go-live.
  - Participants gain greater comfort and confidence in the product, allowing a faster learning curve and achievement of efficiencies for your department.