November 13, 2014 –Banner Recap/Update
Update from Ellucian Team 11/13/2014

Issues/Concerns/Comments:

- **FA Disbursement/Refund Project** (FA A1) - delayed per CCSF agreement, re-scheduling go-live.

- **Positive Attendance Reporting System (PARS) Project** (ST A7) - delaying effort till 2015 per CCSF agreement. Programming efforts are being evaluated by CCSF programming staff, based on MUST HAVE feedback from testing.

- **Faculty Load and Compensation (FLAC) Project** (PR A1) Delayed FLAC Go Live to the Summer Term of 2015. More time is needed to perform system testing and resolution of business processes. Getting the database ready to clone from PPRD in November to have more current data to test with, reviewing new schedule for effort.

### Deliverables This Reporting Period

(Updates for 11/13/2014 reporting)

1. FA Resolved issue preventing Dream Act applicants from being awarded and disbursed CAL B Grants
2. FA Delivered training to FAO staff, topic: Creating and configuring a new aid year.
3. FA Gave FAO staff Banner Financial Aid 8.22.1 upgrade analysis
4. FA Supported week-long Direct Loan disbursement processes due to key staff’s absence.
5. FA Delivered solution to eliminate manual entry of data where FAO marked records that received DL corrections after origination.
6. FA Gave FAO census training and process breakdown.
7. ST Second of two training sessions for DSPS on new functionality added to the DSPS Dashboard.
8. ST Provided list of DSPS students that received a DS36 service code that did not get picked up by the priority registration program.
9. ENT Argos training/open forum for funky techs and programmers - session well received.
10. FI training
11. ST CAPP reverted to 8.5.4 version in PROD (CHG00047632). Fixed errors seen in Degree Audit and Ed plans since upgrade in August.
<table>
<thead>
<tr>
<th>Current Projects List</th>
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<td>Added section, priority, and percent complete for each project. FI A1 90% = Finance section, Priority A1, 90% complete before each project title and status. Using A1, A2, B1, B2, C1, C2, etc. for priorities. A = important, do now; B = needs to be done next; C = can wait a bit.</td>
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#### Finance/Payroll/HR:
- **FI A1 - 100%:** Online Requisitions/Approval Queues and Routing Codes - (Sonny) Project is currently Live for Finance, ITS, Buildings and Grounds functional areas.
- **FI A2 - 90%:** Security to be turned back on for FOMPROF - (Sonny) Project is currently live; minor fixes are being done as we progress; Argos Fund/Org security is configured now: Fund/Org security is working in Argos, Testing and working on including the functionality in 2 reports.
- **FI A3 - 80%:** Payroll ACH file: Soft error being fixed and new test file will be resubmitted to Wells Fargo.
- **FI A4 - 100%:** Position Control and Budget feed to Finance: (David/Sonny) Nightly feed has been working successfully. Setup the Position control budget to feed directly to Finance instead of Budget Development after the first roll. Testing was completed and the schedule was setup for a nightly feed to Finance. Three home grown processes (PWBPOSN, VBPSN23, VBPSN31) were removed.
- **FI A5 - 100%:** Pool Account disassociation & Budget check on specific accounts: (Sonny) All 4000, 5000 & 6000 accounts were disassociated from their respective pool accounts. A budget availability rebuild was done to make the budgets available on specific accounts.
- **FI A6 - 100%:** Argos Overview/Training for FI Team - provide overview/familiarity refresher and review of Argos reporting. Training was completed on how to access Argos and run reports.
- **FI B1 - 40%:** Report Comparison – (Sonny) Lists compiled for CCSF Finance Custom Reports. In order to meet the need of the CCSF Finance Report, we need to identify the Argo Datablocks on the Evisions community sites and create a set of standard Datablocks which will be used for CCSF Finance Report. This list will be used as the basis for the scope of a project to create the CCSF Finance Report. Payroll Expenses Report (ZGRSFB4) from Pauline has been forwarded to David for review and development.
- **FI B2 - 90%:** Finance 8.9 & 8.10 upgrade: (Sonny) Upgrade installed in CALB. Testing has been completed. Received approvals from Finance & Purchasing. Coordinate installation in PROD. Finish the Finance upload testing with end user due to change in the current business process.
- **FI B3 – 100%:** A/P Training: Controller has requested a complete overview of the Account Payable module for the staff. Planned for 09/03/14. Completed.
- **FI B4 – 100%:** G/L Training: Controller has requested a complete overview of the General Ledger including the baseline feature of uploading for the staff. Planned for 09/17/14. Completed.
- **FI B5 – 5%:** Year-End Training: Controller has requested a complete overview of the Account Payable module for the staff. Planned for October 2014.
- **FI C1 – 5%:** Check Process & Intellicheck: Discussed with Controller on various check processes being run. Need to streamline how Intellicheck is setup and used for the various bank codes in Banner (new project, needs to be initiated by Finance).
- **FI C2 – 0%:** Bank Reconciliation - currently a manual process, will also be part of this project along with Vendor ACH (new project needs to be initiated by Finance).
- **PR A1 - 70%:** Faculty Load and Compensation (FLAC) – (David) Performing the following System updates: (1) Creating the backup files so the clone of PROD down to PPRD can proceed this weekend. (2) Revised and expanded Desktop Procedures were provided to the end users, providing instructions on how to access FLAC records in Self Service (Web4). (3) Recommend delay of the FLAC
go live until the Summer Term, 2015, allowing more time for testing and resolution of business processes. Re-planning of project schedule to occur near term.

- **PR A2 - 20%: Voluntary Sick Bank Records** - (David) Performing the following system updates: (1) Kerrie Wilhite compiling voluntary sick bank leave balances for classified employees. When completed, we can load them into the PPRD instance and do some user testing. (2) Tracking of funding balances continues to pose some challenges which have not been worked out since the contribution to the voluntary sick bank by each individual is not available. (3) Met with key persons to discuss develop and document 'future state' processes in the Sick Leave Banner processes. Recommend change to B priority - on hold due to other critical support.

- **PR A3 - 95%: FOAPAL Edits** - (David) Moving the timing of FOAPAL edits. Completed revision to script proposed to use when the FOAPAL edits are performed against job records. Based on the script, approximately 338 records have status of “Active” in NBAJOBS but still using closed funds. Baseline report (NBRFOAP) also provides that analysis. Discovery has uncovered jobs that are not being terminated in the proper way. The base job has a “Termination Date” but the repeating job has status of “A”ctive. Miscellaneous reports were developed to see the extent of the problem. Testing should continue before putting into PROD. Before being able to implement this edit, some data clean-up of the job records is needed. Recommended changes now in the Testing phase prior to implementation in PROD. Some additional testing and validation has been done this week.

- **PR A5 - 90%: SFERS Reporting** - (David) SFERS ran the adjustments (essentially taking the original 6/30 file and reversing the signs) created over the weekend. SFERS wants to get caught up on these 'split payroll June 30 balances' before tackling the missed 2013-2014 monthly files. The expectation is we would be caught up. Review the January 2013 (Monthly) test file. Depending on the test results, the missing 18 months will be run and uploaded at SFERS.
  - Small changes made to the report this week and knowledge share has occurred on the 'salary table' information where the structures differ between CCSF and SFERS on how 'pay rate' is determined. Difference impacts historical lookup functionality at SFERS and may need changes moving forward.
  - BW files are submitting accurately and passed testing in the new ycityrets.sql modified to support the monthly payroll as well. Current issue inhibiting reload of 18 monthly files: yhrrp10.sqr (summary) and ycityrets.sqr (detail) Totals do not match. SFERS confirmed these two reports must match when submitted; full analysis needed to move forward.
    - using JAN 2013 test file, payroll adjustments are the records involved in the difference between the reports
    - need to review the requirements of each report to determine which one is correct
  - Worked with Mario to revise the RP10 report to address the last issue. New files were submitted to Bruce Burnell to review.
  - Mario submitted reports, at the request of Bruce Burnell, for March and April. We are waiting on a response from Bruce. Bruce does not believe that any more programming changes will be necessary - almost complete pending Bruce's signoff.

- **PR A6 - 95%: Payroll Update/Documentation** - (David) review current eight-page script, determine what to keep/what to change, implement recommended/approved changes, review custom scripts and leverage Banner functionality. Conducted review of Payroll_Documentation.xls with David Hamilton in preparation for final hand-off. Just have a few more things to finalize and this effort will be complete with the following: (1) Document 12-15 remaining SQR programs, (2) Add the parameter defaults from the Checklists, (3) Meet with Denis to define and document the ‘Intellicheck’ and ‘Reconciliation’ steps detail (green highlighted on the FF TAB). Reviewing documentation.
• **PR A7 - 40% Positions/Job Records Report** - (David) Two documents generated by using a new report (NBRFOAP) presented to team. Documents display Positions (NBAPBUD) and Job Records (NBAJOBS) where there were invalid labor distributions that need correction. Team to review documents and consider incorporating NBRFOAP reports as the new FOAPAL Edit checking to replace the current process. Follow up meeting to discuss this recommended change.

• **PR B1 - 70%: Deferred Pay** - (David) Met with Finance, Payroll, and Grants Management to discuss current use and deltas of Banner's baseline Deferred Pay functionality. CCSF does not use Defer Pay functionality for tracking true defer pay, but rather to support reporting to STRS where wages are *earned* (AUG) not paid (JUL). This setup using baseline Defer Pay to support STRS reporting caused an issue in Grant reporting where there were occurrences of fringes being billed to the Grant Office without any matching labor expense. All modules/departments needs were discussed which outlined these next steps: (1) Determine the District's expenditure recognition and what they are willing to carry. (2) Validate the labor contract for 10 month Faculty must have a start date of July 1. (3) Current practice is some grantors accept charges as-is, with or without matching labor expense. Some may not. When they don't, CCSF carries the liability of the fringes until we can report/collect. What does our Grant interaction policy need to be to streamline Grant billing? (4) John Bilmont reported decision was made that "...the district will perform its grant accounting based on the full accrual method. This is consistent with the deferred pay feature currently activated in Banner". Reviewing options with other consultants on how other schools handle this issue. Usual data clean up by client functional area.

• **PR B2 - 5%: Argos Reports for Payroll** - (David) Numerous SQL reports have been requested to translate into Argos for Payroll users. Reports are now ready for initial testing. Access to Argos is being established to conduct these tests. Tabled. David Hamilton will review if/when needed.

• **PR B3 - 50%: HR Banner Upgrade** – (Mary) Preparing for the Banner HR Upgrades that are targeted near term. There are custom forms and processes currently being used which may be impacted and/or impact upgrade timing. Seven (7) upgrades are currently indicated. Currently releases are in CALB DB for testing and further review. Tabled till 2015.

• **PR C1 - 50%: Payroll Issue Tracking** - (David) Kerry requested a payroll issue tracking database to enter incidence for over/under paid issues; no formal way to report and track issues now, project charter in development to identify key points for group to review; manual check process is fine/clear; issue is tracking issues/complaints more efficiently. Kerry to send info to Jay for a revised payroll correction form for review to insert records in DB for tracking. Jay working with Kerry to establish a Payroll Correction Request form (PCR) to be accessed and filled out by employees via link in Web4. Jay working to develop a form for Kerry's review. A payroll department email has now been set up for employees to use when submitting payroll issues for review. Tables till 2015.

• **PR C2 – 100%: Pay By Load** - (David) The 'Pay By Load' custom process automatically inserts records into Banner HR's job assignment tables for payroll processing. Project is to replace this custom process with Banner's baseline Faculty Load and Compensation (FLAC) currently in progress. This is a two-part process that Mario has supported for many years and agreed to document while he is on-site supporting Payroll during Denis' vacation. Provided Mario a template to begin documenting, a high level outline, and will provide peer review. Mario has taken this task and is currently working on documenting this process. Documentation completed.

• **PR C3 - 0%: New Hire/Termination Report** - (New/Unassigned) Jay Field requested an automated report that will send information to IT when New Hires or Terminations occur to support turning On/Off services, access and accounts. An initial file was generated and forwarded to Jay 8/4/2014 as a sample. David Hamilton, Kerry Wilhite and I met, to discuss how to most accurately capture the data, specifically regarding back-dating, which is a standard occurrence. That SQL has not yet been
written. The goal is to queue this into Argos and deliver data daily. James has some insight on the specs and PL/SQL view to support this nightly batch report via Argos.

**Student:**

- **ST A1 - 60%: FLAC** – (Mary) Student section almost ready to test, creating plan to get rules into system with Tom B; HR needs to revisit salary table and position setup vs compensation rules – electronic W2 taking priority and 941 report reconciliation/submission; student section ready to test, need to build rules with Tom. Continuing weekly meetings with FLAC team to determine how to build needed items on HR/Position Control side. Student final setup waiting HR module setup to finalize the student portion of FLAC. Preparing to revert to baseline SIAASGN form for instructor assignments, and de-commission SWAASGN. Two fields had been re-purposed for custom payroll procedures; these will revert to their baseline uses which are needed for FLAC. Custom data elements from SWAASGN will be stored in SDE fields on SIAASGN. Argos dashboard for faculty assignments and load will be used to display other custom items currently part of SWAASGN. See updates under PR area.

- **ST A2 - 95%: MIS SS Report Conversion:** (Mary): Initial Summer 2015 SS reports for credit and noncredit districts run from Banner baseline and summary data forwarded to Lidia Jenkins for evaluation. 10/8: First SS report submitted via Banner baseline processing on Monday 10/6. Some tweaks still needed to eliminate data integrity problems; will re-submit in coming weeks. Remaining tasks: train counseling staff on new data entry procedures; develop desktop procedures; develop SS Report Dashboard. Continuing work to refine data conversion and eliminate data integrity problems in SS report dataset. Developing training plan and business process cutover timeline for end-users. Argos Dashboard in development. Waiting on feedback from Lidia Jenkins on required fixes needed on various student records in banner (from reject file from state).

- **ST A2 – 95%: MIS SP Report Conversion:** (Mary) SP report has already been using Banner baseline functionality, requiring slight SQL modifications to accommodate CCSF’s data model. With Tom Boegel and IR, confirmed additional tweaks to SQL for future runs. Currently in testing.

- **ST A3 - 90%: DSPS** – (Mary) DSPS currently using Access and SARS currently; Determined rules for when services can be counted for MIS. DSPS team actively involved in outlining all processes related to data tracking. Completed data analysis and script needed to convert existing DSPS records to new Banner formats and reviewed business processes, end users very engaged about effort. Continuing to develop recommendations and migration methodology. Working with Kate to report against SARS-GRID database for upcoming MIS report data. **DSPS Data:** SARS-GRID “additional data” imported to Banner PPRD. Business process analysis and mapping completed. Argos dashboard developed. Finalized business processes. Organized Banner training for DSPS staff. Training sessions completed. Delayed go-live to 10/14 per Muriel’s request – they want to have new computers installed before going live. Held hands-on workshop for DSPS staff on Friday 10/3. Developed functions to update and copy disability info that will be accessible via Dashboard. Successful go-live with fully converted data and new business processes on Tuesday 10/14. Troubleshooting and refining items to smooth business processes. Finalizing daily automation script to groom data and save unnecessary labor for DSPS staff. Looking at purchase and implementation of SARSCONNECT bridge.

- **ST A4 - 50%: Curriculum Coding Cleanup:** (Mary)
  - Working to update undeclared majors for term 201450 with major codes 0000 and S920 to S999, per Tom Boegel and Elizabeth Coria, to enable proper Financial Aid disbursement.
  - Completed script to re-sequence SORLCUR and SORLFOS records that are reaching their max sequence numbers. Testing in DEVL.
- Roadmap: connect Majors with Degrees/Certificates, campuses, etc.; update student records; activate Curriculum Rules checking.

- **ST A5 - 50%: Electronic Ed Plan/CAPP** (Dependency on Curriculum Coding Cleanup) – (Mary)
  Roadmap: Once curriculum clean-up is completed, run MASS BATCH Compliance for review. Based on results and issues raised, adjust CAPP requirements as needed.

- **ST A6 - 80%: Registration Error Issues** (new) – errors during Fall 2014 student registration timeframe (requested by MaryLou Leyba for us to meet and address all issues). All 'approachable' issues moved into SNOW ticket(s) for management. Have closed most tickets related to registration, Action Line was unhelpful due to modifications in CCSF system and Ellucian staff was unable to recreate the issue in any TEST environment.

- **ST A7 - 70%: Positive Attendance Reporting System (PARS)** - (Mary) working with Non-Credit, ESL, and International Offices to move current paper process of reporting attendance to ONLINE PARS attendance tracking through WEB4. Remote programmer scheduled for month of August to work with CCSF to build out system, based on specs developed from CCSF staff. Specification complete and Jerry Faux beginning remote programming task. Working on getting Jerry access to needed CCSF systems. Jerry has the needed access and is working on programming. Spec continues to be refined as questions arise. Initial testing and feedback completed. Good progress being made. Demo to functional work group occurred. Programming progress and feedback continues leveraging remote programming support. Report SPECS were delivered to Kate for development on 09/30. Bolt on Product is currently being tested by functional offices and faculty. Work Group decision on 11/6/2014 to postpone GO LIVE until later in 2015, based on conversations with Jay Field.

- **ST A8 - 50%: FLEX Reporting** - (Mary & David) working with Mickey Branca, Evelyn Tavisor, and multiple faculty members to develop specifications for development of an online bolt-on product, in WEB4, for faculty to enter FLEX data. Sent specs to work group. Jerry Faux is currently working off current specs to program a bolt on in WEB4/SSB for use by CCSF. Jerry Faux will be done with programming on 11/7/2014. Working on BDM connection with WEB4/SSB - had to reach out to Action Line.

- **ST B1 - 10%: ST MODS Review and Evaluation** (Mary)- Review Baseline/Programming around custom INB forms - (Wood, James, Kate, Mary) developed and maintained by SIG. Detailed list of Student customizations generated by SIG during post-upgrade meetings. There are over 40 customizations that need to be evaluated and adjusted for prior to next upgrade in concerted effort with Ellucian and CCSF personnel. Review the modified baseline forms to identity what was specifically customized/modified, do code comparison with baseline form. Project Management meeting to begin organizing effort to review functional needs of INB forms. The focus right now will be on the following forms, so we can move towards more manageable upgrades. **Forms that have W or Z as second letter are customized forms:**
  - Can remove from Banner (11):
    - SWAMDRP (Custom Mass Drop) - now
    - SWASTDN (Custom Student Info) - now
    - SWAATTR (Custom Attribute Update) - now
    - SFASTCA (Baseline Registration Auditing, custom sort order code added) - now
    - SWAASGN (once FLAC is implemented - Summer 2015)
    - SWAAPPK (once time-ticketing implemented - Spring 2015)
    - SWVNCAD/SWANCAP/SWANCAH (once online PARS okayed - Summer 2015)
    - SWASAUD (if ARGOS report is approved by CCSF) - waiting on report from Kate.
    - SWASEEN (if ARGOS reports is approved by CCSF) - waiting on report from Kate.
Need to evaluate ability to move data into other locations for business processing/reporting (3):
  - STVNIST – payroll data elements and MIS reporting elements
  - SWVTTEST – “English conversion” of raw scores on SOATEST (custom form)
  - SWANCRG – non-credit & international course registration

Really makes a difference for processing (further evaluations) (8):
  - SWAQUIK – additional tabs: emergency information and student attributes
  - SWASECT/SWAREGQ – ability to change course elements after registration
  - SWACRSE – student historical information and direct move to SHATCKN
  - SZACAPP/SZAMTCH (review with implementation of OPENCCCApply) (custom form)
  - SFASLST - Class Roster (Sort order & ability to see students who dropped) - baseline, code adjust; can remove IF baseline DROP ROSTER functionality is implemented
  - SWVEARL (review IF interested in implementing Faculty Feedback functionality)

Cannot remove these modifications without adjusting every business process associated with students (2):
  - SFAREGS
  - SWANCPR (PARS)

**ST B2 - 20%: OpenCCCApply** – (Mary) Jay met with vendors to get needed Shibboleth functionality, technical architecture and timelines for solutions in work, MOU to be signed by CCSF and CCC; CTO has provided go-ahead on effort to continue. Priority item per Jay. Need to ramp this up with stakeholder group. Shibboleth implementation is complete.

**ST B3 - 95%: ConnectOne Course import** - (Sonny) CCSF is now in the Auto Course Import teams queue for Go live. Follett has completed their testing with PROD data and stores are now in queue for implementation. Have requested Follett for update.

**ST B4 - 40%: Registration Time Ticketing** - (Mary) move to baseline time ticketing for priority registration, Patricia/Lidia ready to move on this, demo of time ticketing completed, agreed to use baseline functionality. Meetings to work through developing necessary SQL scripts to populate banner fields appropriately for functionality to work. Review with work group to verify and finalize groups for priority registration, slow response time. Sent draft specs to Bernice to begin reviewing for programming to begin. Questions answered about how to identify groups, still need a few more answers from functional group. Bernice has final specs for programming changes and reviewed together. Bernice working on coding the changes for this script. Due to number of changes and desired implementation timeframe, work group decided to postpone implementation until March 2015 – giving everyone more time for testing and development. Updated programming specifications delivered.

**ST B5 - 15%: Self-Service Graduation Application** - (Mary) Demoed functionality to functional users on 8/19. Many concerns arose based on current business practices. Meeting held to review current business practice and evaluate changes to practice to allow a streamlined approach from Graduation Application through Commencement Ceremony. Based on feedback and current business processes, this effort will need to be addressed modularly in 2015. Currently there are too many processes being managed outside of Banner to move this into an electronic process. Waiting on feedback from work group about tasks and timeline recommended during last meeting.

**ST B6 - 95%: Transcript Printing** - (Mary) custom code for printing, use CALB instance to use/vet, Wilbur Wu to be engaged. Transcript staff is unavailable to meet - in the meantime I have asked staff to verify report results to see if this could serve as a short-term solution. Programming request has been sent to CCSF programmers to get query and update script completed, for testing and move into APPWORX. Waiting on additional Functional feedback, the script was tested and I didn't get expected results. Checking for modifications in other packages associated with transcript printing,
due to the fact that the script is working but the transcript print job is still NOT printing transcripts. Mary working with Action Line on this issue. Need CCSF programmer support to review custom code behind transcript printing job in Banner. Resolution Options delivered to Deans. Problem with custom code, baseline process with additional script provided by Action Line works as expected. Waiting on decision from Deans. Testing baseline transcript print process on 11/13/2014.

- **ST B7 - 50%: Banner Student 8.6.6 upgrade**: (Mary) Contains final updates for FinAid 150% rule compliance. Need to install in a test area (in CALB now) and test new release of clearinghouse report SFRNSLC. Goal is to use the new functionality. Working with Sheila on all necessary programming changes on custom report differences and new formatting provided by Ellucian and required by National Student Clearinghouse. Functional user testing, reported errors, waiting on CCSF programmer to review necessary updates for CCSF.

- **ST C1 - 75%: GUAIMGE baseline implementation** – (Mary) working with Chinh Nyugen in Admissions & Records to implement Banner baseline functionality to view student images. This is a replacement from a custom form and process. Waiting on CCSF server support team with getting folders set up. Waiting on CCSF programmer to make code adjustments on delivered package, so Photos can be “read” by system.

- **ST C2 - 5%: Student Tracker** - (Mary) Institutional Research is interested in getting this service/functionality activated by National Student Clearinghouse. File needs to be uploaded to National Student Clearinghouse, script to create report on demand will need to be developed. Currently working with functional offices to try to get verification on data locations. Still gathering data for NEXT step. Programmers will be needed once data elements and current files are identified. Sheila uncertain with Clearinghouse formats, checking with Wilbur Wu in Admissions & Records. Working with Sheila on necessary programming changes on custom report differences and new formatting provided by Ellucian and required by National Student Clearinghouse.

- **ST C3 - 5%: Online Orientation** - (Mary) reviewing current process, try to find ways to automate indicators/data entry into Banner to minimize lag time between students completing Online Orientation and necessary data in banner. (this affects student's registration times) Waiting to hear back about 3rd Party Vendor who manages updates to this application if decision is to move into SSB/WEB4 to allow "easiest" data entry into Banner.

- **ST C4 - 0%: Confirmation Message** (new) - message to faculty who submit their census on positive attendance information- (SOREMAL usage) request from Wilbur Wu in Admissions & Records 9/16/2014 (new request)

- **ST C5 - 0%: Admissions Checklist Implementation** (new request)

- **ST C6 - 0%: Drop Roster Baseline Functionality to replace Custom Census Drop Functionality** (new request)

- **ST C7 - 0%: Auto Incomplete Grades** - (Mary) currently a ticket exists, transferred to Mary. Need to pull out all grade modifications out of a TEST environment and set up this functionality for DEMO. This may not be possible to utilize based on current CCSF modifications in system – to be reviewed.

**Financial Aid:**

- **FA A1 - 80%: FA Disbursement/Refund Processing** – (Sonny) Project currently delayed to allow for user testing completion, currently impacting schedule. Ran process in CALB and sent output to Rebeca for review, awaiting user testing and feedback. Meeting was cancelled as end user testing was not completed. May need to re-schedule go-live until user testing completed.

- **FA A2 - 100%: 150% Rule** - (James) As part of the new 8.20 fin aid upgrade, new data elements are required for COD. Created an attribute-based program length rules ready and turned over to Financial Aid for testing. Technical and functional training delivered to financial aid end-users and programmers to go over the new tables, packages and functions in order to disburse 1415 loans.
Loans start being processed and originated on 8/11/14. Loans have begun going out, so the 150% rule has been successful. Providing support for the process to FAO staff - applying hot fixes to the Banner packages to correct defects.

- **FA A3 - 45%: SAP** - (James) At the end of each term, Financial Aid must review each student to determine their Satisfactory Academic Progress (SAP) as mandated by federal law. Project will initiate after Verification project (tentative). A discovery meeting to review current process and practices. Some baseline and SQR processes being used to produce SAP. Review what's being done in and out of Banner and what SQR "bolt-on’s” exist. Project request opened in SNOW. Reviewing Appworx process chains - 9 out of 10 are SQR based. Meeting with FAO responsible parties for current process documentation completed, SAP review and performed discovery of SAP P&P with FAO staff. Delivered SAP discovery and recommendation document to Dean Coria. Meeting held to review recommendations. Next step is to schedule working meetings to hash out the technical and procedural steps.

- **FA A4 - 50%: R2T4** - (James) Return to Title Four (R2T4) is a process which the Financial Aid Office performs on students who are no longer attending the college. The process reviews all Title IV funds in regards to how it was or was not disbursed to students in relationship to their departure date. The process is complex as “when” the student leaves determines various calculation methodologies regarding how much funds must be disbursed/returned. R2T4 regulations were found violated during the most recent federal audit of financial aid [here](http://www.ccsf.edu/dam/Organizational_Assets/Department/budget/program_review_report_ccsf_signed_no_pii.pdf). Reviewing Appworx process chain and reviewing SQR reports with attention to possible converting some to on-demand Argos reports. Met with R2T4 main user and performed current process discovery. Delivered training to users regarding the various baseline reports and form/processes. Restarted the automatic letter generation project for R2T4. Finished discovery and needs and setup testing scenarios. CCSF programmer built 4 letter templates and starting user testing.

- **FA A5 - 95%: Transfer Monitoring and Financial Aid History Process**: The current transfer monitoring process at CCSF is being redesigned to minimalize impact to the student's fund disbursement. Delivered review of current CCSF processes as being performed through Banner and SQR scripts. Assisted in policy reformulation. Created technical and procedural "translation" document to turn the policy into action items. Currently project managing the new process implementation. Setup FAH (fin aid history file) file output/input process. Waiting for verification.

- **FA B1 - 5%: Tracking/Budgeting** - (James) new project; Description of business process: Financial Aid office needs to budget and track aid monies for each financial aid year, broken down by aid period. This allows proper awarding and distribution of funds to students. Project will initiate after SAP project (tentative). Discovery meeting to review current process and practices. Similar to SAP, it’s reported that there are some custom scripts that may exist that have parallel in Banner. Reviewed current CCSF Banner SAP baseline settings. Starting discovery of current processes and CCSF customized processes.

- **FA B2 - 0%: Verification** - (James) Financial Aid is required, by federal law, to verify student’s FASFA information. Students are selected typically either by random, by selection via the Department of Education as well as by Institutional policy. Federal aid will not be disbursed until a student has been cleared from the verification process. Elizabeth Coria has identified this process as an area that needs a review. The project will initiate after the Dataload Review project has been completed. We have to review baseline verification functionality and setup an initial discovery meeting to review CCSF process in order to provide recommendations. It’s unknown how many modifications are involved in the current process. CCSF Verification was found violated during the most recent federal audit of financial aid.
**FA B3 - 95%: Dataload Review** – (Sonny/James) Revamp Dataload process. Implementation of automation changes are currently in progress. Wrote scripts to provide this process with backup and file transfer verification checks. Planning testing phase now. Created documentation regarding the new dataload process - sent to FAO staff. Reviewed dataload with functional FAO staff. Four new windows server .bat scripts have been created by Dong in support of the new process - this removed some manual processes from the dataload process. New rules were created in BANR production and are undergoing tweaking. Phuong reviewing in functional area for processing verification.

**FA B4 - 90%: Title IV Authorizations** - (Sonny/James) James has done the system setup in PROD. Setup this process in PPRD for financial aid testing. New requirement has been added to financial aid letter generation process. Setup requirements and items in Banner and Web4 in PPRD. Meeting with FAO Elizabeth Coria to review verbiage and required help instructions. Create documentation in regards to setting up this process, managing it, and creating the popsel rules to identify who has authorized the usage. Pushed framework to BANR in production currently waiting Accounting approval before the questions go live in Web4. Meeting with FAO functional and programming staff, delivered setting/configuration. Meeting to confirm settings.

**FA B5 - 0%: BOGW** - (James & Mary) reviewing baseline processing for BOGW. Bursar office would like to begin utilizing baseline process to reduce manual efforts to maintain student records appropriately. Email sent to Rebeca Chavez regarding project startup and timing. She wanted to complete Title IV refunding project first before this is started.

**FA C1 - 0%: Workstudy** - (James) Review of the workstudy process between FinAid and Payroll, project effort needs to be scoped. Workstudy was found violated during the most recent federal audit of financial aid.

**FA C2 - 100%: Direct Loan Indication** - (James) reviewing the manual process FAO is identifying as DL corrections. Coming up with alternatives to either do it via a popsel or via the process options itself. Remove extra step from this process which involves a FAO staff member manually marking individual student records for DL correction submission. Delivered training and documentation to staff leveraging new 150 baseline functionality.

**FA C3 - 75%: CalWorks Reporting** – (James) Started CalWORKs Banner "usage" project. CalWORKs operates mainly external of Banner using Excel data sources. Needs analysis completed with CalWORKs department staff. Gathering business processes in order to "map" them to a Banner baseline location. Delivered training for CalWORKs to use popsels in order for them to exploit Banner functionality. Delivered one-off Quality Assurance report to CalWORKs staff for review and possible implementation in Argos. Received signed project charter and we agreed upon deliverable list/schedule. Met with CalWORKs team to provide Argos end-user training. Midterm and Final grade Argos created for CalWORKS population/staff. Delivered midterm and final grade Argos dashboard. Also enhanced CalWORKs quality assurance dashboard.

**FA C4 –100%: Pell Backout Process** - FAO is having issues with backing out Pell funds due to various census dates. It's causing the FAO staff to re-package Pell grants after enrollment levels changes. Need to review entire Pell and census point process. Reviewed settings in regards to load settings and things checked out. Looking into possible impact from CCSF Transfer Monitoring Process. Testing completed - resolution found. Setting change was performed after backout occurred. Documentation was delivered.
• **FA A1 - 5%: Banner Financial Aid 8.22 Upgrade** - Regulatory changes in the area of Direct Loans have resulted in considerable software changes to Banner Financial Aid for the upcoming aid year. Upgrade 8.22 is planned to be released from Ellucian early next year that will support 1516 Direct Loan processing. As part of the software update, considerable technical and functional changes will be needed to be made by CCSF. This will be managed by JamesD. All reports and custom scripts interfacing with old DL tables will need to be updated and tested with the new DL structures. Functional DL process changes will need to be reviewed in user-testing training sessions. Project completion ETA March 2015.

**Enterprise:**

• **ENT A1 - 100%: Central Help Desk (CHD)** (includes Service-Now ticketing system) – Reviewing reports and dashboards and CHD metrics. Doug Re taking lead on CHD reporting for CCSF. Fully implemented.

• **ENT A2 - 100%: Application Management Services** (AMS) (remote OS/DBA/APP support) – (Jane) Obtaining, reviewing and updating CCSF documentation and posting to shared AMS portal. SNOW groups defined for OS/DBA/APP support with leads identified: Benny Tam for DBA, Jay Orr for UNIX Admin, Matt Rutledge for Windows Admin support. Recurring weekly technical coordination meeting setup for Wednesdays 10am-11am with CCSF ITS and AMS team leads attending. Fully implemented.

• **ENT A3 - 25%: BDMS** – (Jane) Detailed needs analysis and recommendations report delivered for BDMS district wide implementation. VM recommendations with sizing provided delivered to ITS. Planning for BDMS migration to VM, configuration review, and implementation planning after review of recommendations report to be scheduled.

• **ENT A4 - 0%: WebTailor Support** – (New/Unassigned) WebTailor expertise needed in support of FLAC HR requirements, electronic 1098T, and Title IV refund initiation - specifics listed under each project.

• **ENT B1 - 5%: Alternate ID Migration** - (Sonny) SSN removal from AltID field, ensure SSN in SSN field only, mask SSN, recommend leveraging StudentID in lieu of SSN to protect CCSF from potential SSN security breach. This effort will entail the need for analyzing and fixing the alternate ID field data being used with an SSN and the SSN field being used with non SSN data in the Person Information (SPRIDEN) form. Cleanup will consist of querying the data in the alternate ID field and deleting SSN being used. Cleanup will also include a review of the SSN field data where non SSN’s (either contain non-numeric characters or don’t fit the SSN format mask), are being used and should be fixed. Reviewing data and test case in non-prod instance for review.

• **ENT B2 - 60%: Change Management** - Generation of shared folder in Office365 site for change management documentation created. Leveraging Service-now tickets/process to support CM process/procedures. Client signoffs are occurring per CM process.

• **ENT B3 - 0%: Supplemental Data Engine** (SDE) - (New Effort/Unassigned) Identify student forms that have custom fields, demo SDE to client team, setup SDE to replace identified forms to leverage SDE, form configuration tool.

• **ENT B4 - 50%: UC4 Upgrade** - (Sonny) Banner Agent by Automic. Consultant onsite week of October 27th. Upgrade occurred in PPRD. Testing issues due to custom scripts and no existing information on them impacting go -live. PROD go-live has been postponed to January end. CCSF programmers will need to complete clean-up and testing for next steps and review ~3,500 jobs before upgrade can be completed for PPRD and PROD.

• **ENT C1 - 5%: Identity Management** (OpenCCCApply, Help Desk) – (Jay) Meetings with Aegis (s/w company) and ExtraTeam (consultants) on Friday.
• **ENT C2 - 25%: Ellucian Staffing** – (Jane) Updated and posted detailed consultant schedule to Office365 Banner Programmer portal for online updating/review for Ellucian team and viewing by CTO. Multiple interviews scheduled/occurring for replacements for traveling consultants for permanent onsite consultant positions.

<table>
<thead>
<tr>
<th>Ellucian Team Member</th>
<th>Primary Area</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Onk</td>
<td>Banner General/Argos Reporting</td>
<td>Permanent Assignment</td>
</tr>
<tr>
<td>James Delaney</td>
<td>Banner Financial Aid</td>
<td>Permanent Assignment</td>
</tr>
<tr>
<td>Sonny Gulati</td>
<td>Banner Finance</td>
<td>Traveling Consultant/Long Term Assignment</td>
</tr>
<tr>
<td>David Hamilton</td>
<td>Banner HR/Payroll</td>
<td>Traveling Consultant/Long Term Assignment</td>
</tr>
<tr>
<td>Mary DeGraw</td>
<td>Banner Student</td>
<td>Traveling Consultant/Long Term Assignment</td>
</tr>
<tr>
<td>Jane Foster</td>
<td>Ellucian CIO/Executive Director</td>
<td>Traveling Consultant/Long Term Assignment</td>
</tr>
</tbody>
</table>

**Enterprise Reporting (Argos):**

Reports and dashboards for almost every department to help drive the adoption of Argos. Kate is working with business areas providing custom Argos Training for each area. Leverage user group in assigning responsibility for data validation of reports and training support/questions. Currently in work and/or recently completed items are:

- A&R
  - C5- 0% (New tickets/requested) 8 new report requests have come in, need to size the work effort and build estimates
    - PARS on hold till Summer 2015

- DSPS
  - A2 - 95%: DSPS Dashboard, training complete, live in production on 10/14
    - Scheduled a second training session to train on new functionality that has been added to the dashboard -- 11/5 & 11/6
    - To avoid custom programming, highly recommend acquisition of SARS CONNECT -- link for SARS GRID and Banner Integration
      - Very critical, feed is needed before January when MIS report is due to the CCCCO
      - Looking at leveraging remote Ellucian programmer resource to develop specs and do one time load to Banner at the end of the semester for MIS data
  - A3 - 5% (new tickets/requests) Muriel has requested 8 additional reports to be added to the dashboard
  - B2 - 0% New Request: SARS GRID Dashboard - multiple reports are needed that will come from SARS

- Financial Aid
  - A5 - 10%: Name and DOB discrepancy Report - waiting for view to be created by James

- Finance
- All FOMPROF users match Argos Usernames, working on a few datablocks each week to add Fund/Org function to
- Providing End User training on 10/29 to Finance Department on how to access reports

- Matriculation
  - C1- 20%: Counselor Dashboard - on hold until higher prioritization is received

- Payroll
  - C2 - 50%: Check Register for Off Cycle Checks - added to Argos
  - C3 - 60%: SSN Verification Report
  - C4 - 50%: JLBD_PLB variance report 100% Vacation Balance report

**Retired Custom Forms & Scripts:**
- Generation of "Retired Customizations/Mods" folder to be created in the Banner Programmers/Mods Folder to document and track retired custom SQR scripts and modified forms in the CCSF environment. We will be generating a list of all the custom forms and scripts we have stopped using/retired:

<table>
<thead>
<tr>
<th>Name &amp; Type (Form or Script)</th>
<th>Purpose of Customization</th>
<th>Functionality Description</th>
<th>Banner Baseline Leveraged</th>
<th>Customization Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SZRATTR (table)</td>
<td>Historical Course Attribute Data</td>
<td>used to manage/maintain historical course attribute information</td>
<td>SCACRSE</td>
<td>October 1, 2014</td>
</tr>
<tr>
<td>SWAATTR (form)</td>
<td>Course Attribute Updates from SZRATTR</td>
<td>used for updating historical course attributes as needed for CAPP</td>
<td>script used to complete MASS UPDATE to baseline tables</td>
<td>October 1, 2014</td>
</tr>
<tr>
<td>VBPSN23 (form)</td>
<td>Update NBAPOSN from PWBPSON</td>
<td>used for updating baseline Position Control form NBAPOSN and Position Budget form NBAPBUD</td>
<td>direct feed to finance using NHPFIN1 &amp; NHPFIN2 process</td>
<td>October 2, 2014</td>
</tr>
<tr>
<td>VBPSN31 (form)</td>
<td>Update PWBPSON from NBAPOSN</td>
<td>used for updating custom form PWBPSON from baseline form NBAPOSN and Position Budget form NBAPBUD</td>
<td>direct feed to finance using baseline NHPFIN1 &amp; NHPFIN2 process</td>
<td>October 2, 2014</td>
</tr>
<tr>
<td>PWBPSON (form)</td>
<td>Custom Form for Position Control</td>
<td>used to show Position Control and Position Budget</td>
<td>NBAPOSN &amp; NBAPBUD</td>
<td>October 2, 2014</td>
</tr>
<tr>
<td>RWUELI2.sqr</td>
<td>Update PELL RFRMGMNT to BACKOUT</td>
<td>Updated Pell management setting to backout all Pell fund if student is ineligible</td>
<td>Baseline setting in RFRMGMNT</td>
<td>October 16, 2014</td>
</tr>
<tr>
<td>File Name</td>
<td>Description</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RWUELIG.sqr</td>
<td>Update PELL RFRMGMT to DISREGARD</td>
<td>October 16, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated Pell management setting to disregard all Pell fund if student is ineligible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baseline settings in RFRMGMT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rwubday.sql</td>
<td>Update rrntmnt table</td>
<td>October 13, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SQL Script to update the century in the birth date from '20' to '19'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The rnrtmac.pc file was updated on 2004 to fix this defect (audit trail 7.0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RWUMA02.sqr</td>
<td>Changes matched record to suspense status</td>
<td>August 15, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Changes EDE dataload 02 priority match to suspense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>As part of the new dataload process, priority 02 and 03 matching rules were strengthened.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RWUDTRN.sqr</td>
<td>Dataload transaction number</td>
<td>August 15, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom process/script to flag records with same transaction number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unnecessary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ongoing/Background:**

- **MIS Reporting** – Running test reports through Banner; using the California commissioner website which has all report data definitions and integrity checks for every report (ref: http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED.aspx); Banner works with all 19 reports, but will need data validation from functional areas; leverage Banner Advisory Group to get MIS reporting data entry/validation effort. Banner baseline processing will not be used for any reports for the upcoming Spring reporting deadline. Detailed research on SS report and how current SM report data will be migrated to new locations in Banner 8.6.3. With successful completion of SS report methodology and implementation, detailed roadmap generated to follow for the remaining MIS reports through to completion. See individual MIS reports in ST area currently in-work for status.

**Training:**

- **Functional ERP training occurring** in functional areas by consultants on weekly basis (All).
- **Learn Over Lunch** sessions seem to be going well. Looking at offering training on Tuesdays, Wednesdays, or Thursdays to give training options to staff attendees.
- **SQL Training Sessions** have occurred and continue with invites for applicable training sessions/attendees.

**ERP Upgrades/Patches/Integrations Planned:**

- **Finance 8.9 & 8.10 upgrade:** (Sonny) Upgrade installed in CALB. Testing has completed.
- **Financial Aid 8.20.1.2 upgrade:** (James) Upgrade 8.20.1 to 8.20.1.2. Testing in CALB started on 9/1/14 and is complete. We will request production to be updated shortly. Must be in BANR by FISAP report due date of 10/1/14. Completed and being used.
- **Banner Student 8.6.6 upgrade**: (Mary) Contains final updates for FinAid 150% rule compliance. Need to install in a test area (in CALB now) and test new release of clearinghouse report SFRNSLC. Still being tested.

- **HR Banner Upgrade** – (Mary) preparing for the Banner HR Upgrades - seven (7) upgrades are currently indicated. There are custom forms and processes currently being used which may be impacted. Currently, releases are in CALB DB for testing and further review.

- **New Banner SEED Instance** – (Jane) ticket in requesting generation of additional/new Banner instance "SEED" with pristine CALB environment for demos, vetting functionality, and training. This instance will have no CCSF mods incorporated into environment. SNOW ticket generated for planning process to standup new instance.

- **SARS GRID to Banner Integration** - request for quote and requirements submitted to Ellucian Sales for generation; need in production no later than January 1 for MIS reporting. Will most likely require remote technical consulting support for integration. Will most likely need a CCSF programmer for mass data upload to support January MIS DSPS report.

**Ellucian Groups/Contacts/SNOW Ticket Assignments:**

- All efforts need a ticket - all Ellucian and CCSF personnel to use Service-now (SNOW) system.
- CHD Manager is Jack Bowen for CCSF CHD engagement.
- Remote AMS/CTS Delivery Manager is Susan Askew for CCSF AMS/CTS engagement.
- CTS Group for Corporate/Traveling Consultants (Corp – CTS – Apps Services Functional) - Sonny, Mary, and David in this group
- CCSF Group for Onsite/Permanent Consultants (CCSF - Applications & Programming) - Wood, Kate, James, and Jane in this group; including CCSF Programmers Sheila Pontanares, Bernice Iwamoto, John Wills, Joe Jah, Denis Yap, Garret Wong, Romeo Lao, Mario Insigne, and Yi Wu.

**SNOW Ticket Assignment Groups for Remote AMS Support** - please recap below for reference:

<table>
<thead>
<tr>
<th>SNOW Assignment Group</th>
<th>Responsibilities</th>
<th>Group members that are primary support for CCSF</th>
<th>Add to ITIL watch list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global - CTS - INF - IMAS Team 2 Database Admin</td>
<td>Banner database administration</td>
<td>Benny Tam, Martin Kouadjo</td>
<td>Susan Askew</td>
</tr>
<tr>
<td>Global - CTS - INF - IMAS Team 6 Unix Adm</td>
<td>Unix Administration</td>
<td>Jay Orr</td>
<td>Susan Askew</td>
</tr>
<tr>
<td>Global - CTS - INF - IMAS Team 5 Windows LMS Adm</td>
<td>Windows System Administration</td>
<td>Matt Rutledge</td>
<td>Susan Askew</td>
</tr>
<tr>
<td>Global - CTS Apps Services Triage</td>
<td>If you’re not sure which group to assign the request to, please assign it to the triage queue and Susan will redirect it appropriately.</td>
<td>Susan Askew, Susan Askew, Jane Foster</td>
<td></td>
</tr>
<tr>
<td>Corp-CTS-Apps Services Functional</td>
<td>Banner support</td>
<td>Sonny Gulati, Mary DeGraw, David Hamilton</td>
<td>Jane Foster</td>
</tr>
<tr>
<td>CCSF – Applications &amp; Programming</td>
<td>Banner support</td>
<td>Kate Onk, James Delaney, Jane Foster, and CCSF Programmers</td>
<td>Jane Foster</td>
</tr>
</tbody>
</table>