Information Technology Group

- ## Information Technology Group Monthly Activities for April 2024

Summary

This report provides a summary of activites related to the Information Technology Group for April 2024.

Purpose

Informational

Detailed Report

Earlier this year, the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit ratified the Memorandum of Understanding (MoU). Among the many provisions, this included an Equity Wage Adjustment for non-exempt AFSCME individual job classifications. The Information Technology (IT) team reviewed various provisions of the MoU with the Payroll team and the Human Resources Information System (HRIS) business team to develop a high-level schedule and action items for each significant change needed to implement this in PeopleSoft. The equity wage increase required changes to existing salary schedules and job data update processes in PeopleSoft. The team also drafted a new generic design to accommodate future rate increases with or without retro, including annual cost-of-living adjustment updates.

Additionally, because of the complex nature of temporary promotions and retro-on-retro adjustments, multiple reports were developed to help HRIS and Payroll reconcile and identify anomalies. To assist with the mass retro payout, IT team hired a consultant to design a generic process that leverages the existing single-employee retro pay into a multiple employees' retro pay process. This design also considered future MoU changes from the different bargaining units and the need to make retro pay for multiple employees in a payroll cycle.

Thorough validation during the development and testing environments was conducted by IT, Payroll, and the HRIS team before being successfully deployed into production.

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