# The Cardinal Project Newsletter

**November 2016
Issue 24**

## Cardinal Payroll Project Schedule

| Phase | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | Release 1 | | | | | | | | | | | Release 2 | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Plan/Analyze | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design | | ■ | ■ | ■ | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| Build | | | | | | | ■ | ■ | ■ | ■ | ■ | | | | | | | | | | | | | | | | | |
| Test | | | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ★ | | | | | | | |
| Deploy | | | | | | | | | | | | | | | | | | | ■ | ■ | ■ | | | | | | | |
| Support | | | | | | | | | | | | | | | | | | | | | ■ | ■ | | | | | | |
| Test - Release 2 | | | | | | | | | | | | | | | | | | | | | | | ■ | ■ | | ★ | | |
| Deploy - Release 2 | | | | | | | | | | | | | | | | | | | | | | | | | ■ | ■ | | |
| Support - Release 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | ■ | ■ |

We are here 🔼          Implementation Dates ★

## Payroll Project

In July, the project team began working on the statewide replacement of the Commonwealth's Integrated Payroll / Personnel System (CIPPS). CIPPS, a mainframe application the Commonwealth implemented in 1986, will no longer be supported by the vendor as of May 2018.

The deployment of the new system, Cardinal Payroll, will occur in two releases.

Through April of 2018, all state agencies that currently use CIPPS will be involved in the design, build, and test of the new system. Build and testing includes reports, interfaces, conversions, and extensions. All agencies will also participate in Business Process Workshops (BPWs) and Role Mapping. In April 2018, payroll for agencies representing approximately 25% of employees will be processed using Cardinal Payroll.

Through October of 2018, the remaining 75% of state agencies will perform additional mock conversions and testing. Optional parallel testing will be available for interfacing agencies. In October 2018, those agencies will also implement Cardinal Payroll.

The level of agency involvement in the Payroll Project will be far more significant than that required for the Cardinal Upgrade project. Agencies will be represented by a Primary Contact and other agency contacts will be identified as needed. The Cardinal Project will again use Agency Liaisons to assist with the various tasks that must be completed by agencies throughout the implementation.
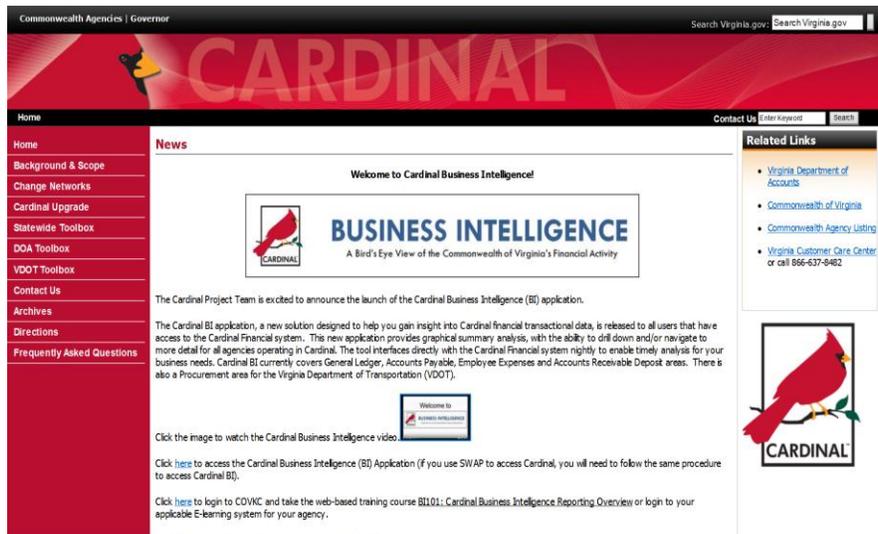
## Current Payroll Activities

The Design Phase for Cardinal Payroll is well underway. During the Design Phase, Cardinal configuration and modifications will be designed according to the defined requirements for Payroll. This phase also includes the design of reports, interfaces, and conversions. It also includes the configuration of workflow, a tool that routes transactions needing approval.

**Interface Kickoff and Activities:** In November 2016, all assembled agencies were invited to attend an interface kickoff. During these kickoff sessions, agencies will learn about interfaces between Cardinal Payroll and their systems, and begin preparations for the transition to Cardinal. Following the kickoff meetings, interfacing agencies will select and confirm their payroll system usage and interfaces.

# Cardinal Communications – Website

Please mark the website as a favorite so you have quick and easy access to Cardinal information:
www.cardinalproject.virginia.gov

## Cardinal Upgrade

While the Commonwealth was completing implementation of the Cardinal Financials system in PeopleSoft version 9.1, a newer version of PeopleSoft – version 9.2 – was released. The upgrade to 9.2 was deferred until all state agencies implemented Cardinal Financials.

Now that all state agencies have successfully converted, the project team has begun work on upgrading from PeopleSoft 9.1 to PeopleSoft 9.2.  The upgrade is scheduled to be completed by March 2017.

This is a technical upgrade that involves an upgrade of Cardinal's hardware, software, and supporting technical architecture. The level of agency involvement for the upgrade should be minimal.  For the initial implementation of the Cardinal Financials system, there were well over 100 agency tasks required.  So far, the Upgrade Project has not identified any significant need for agency involvement!

During the next few months, we will keep you informed of the Upgrade Project status.  Agency fiscal officers have identified agency contacts we will reach out to as necessary.

## What to Expect with the Upgrade

Here are just two of the changes you will see with the upgraded version of Cardinal:

| Change Type | Changing from (Version 9.1) | Changing to (Version 9.2) | Impact to Users |
|---|---|---|---|
| Terms | Vendor | Supplier | Users will now see "Supplier" on all Cardinal screens, reports and materials rather than "Vendor". |
| Reports | Crystal Tool | BI Publisher Tool | Crystal reports are being converted to BI Publisher.  Reports will contain essentially the same information, but the new format will allow users to sort, filter, and analyze the data. |

## Upcoming Activities

Payroll Interface Kickoff meetings – November, 2016.
Agencies determine Cardinal Payroll interface usage November – December 2016.