



## BRG Decisions – 31 March 2008

### 1. Business Attributes Document v3.0 (HR027)

The 2.8 BAD is a deliverable to be provided by Queensland Health to IBM for input into the HR solution standard offering. The BAD provides input into the configuration of the system as well as a series of data lists which allow the system to associate activities or will be configured to form look up tables within the system. The current document (BAD V3.0) focuses on the requirements for the QHIC release of the HR solution in Queensland Health using the SAP and Workbrain systems. As such only the first two sections of the BAD requirements have been completed.

BAD V3.0 is the third release of this document and reflects additions and updates made to the version 2.0 release. The amendments that are included in this release are captured and recorded in a separate tracking sheet for ease of identification.

There are a number of outstanding items that will be completed in future releases, with a summary of these items listed in the table below. It is not meant to be a definitive list as reviews of the BAD items can be subject to changes made across all elements of the program.

- Organisation Structure (1.7)

Ongoing work to establish the organisation structure for the system. Final validation of the organisation structure is scheduled for 8 Apr 08.

- Base Pay (1.8.2)

Further review of the data is required.

- Deductions (1.8.3)

Ongoing work to refine the local deductions that are required. Capturing of vendor data is causing delays.

- Schedule Period by Team (2.5.2)

Will require review on completion of the organisation structure.

- Assignments (2.8.3)

Ongoing work to document the assignments. Current planning has the item due on 14 Apr 08.

- Shift Pattern (2.92)

Ongoing work to document the shift patterns. Current planning has the item due on 14 Apr 08.

The data that is submitted is done so on the basis of being current at the time of submission, with the acknowledgement that it will be reviewed and amended as required. The excluded items will be submitted upon completion.

#### Approved recommendation:

An in principle decision to continue moving forward in building the QH configuration into the HR Payroll and Rostering solution and endorse the release of the latest version of the Business Attributes Document (2.8 BAD V3.0 as per Appendix 1).

### 2. Recording of Flexible Working Hours – QHIC Project (HR022)

A decision was required for recording the accumulation and taking of flexible working hours by administrative employees working under the Hours of Work Arrangements – Queensland Health – Other Than Health Service Districts and District Health Services Variable Working Hours Industrial Agreements.

#### Approved recommendation:

Record the accumulation and taking of flexible working hours external to Workbrain/SAP on either a manual or electronic timesheet.

### 3. Pay Calculation Groups (HR025)

Analysis was carried out on the Workbrain calculation groups included in scope for QHIC (agreed to be 263 at the time of scope sign-off). It was determined that the calculation group number needed to be increased in order to meet all QH business requirements in relation to employee award conditions. A revised total of 517 calculation groups,





inclusive of groups originally omitted and new groups required in response to EB changes, was identified. IBM advised that building this increased number of calculation groups into Workbrain would delay go-live. IBM suggested the use of an alternative pay rule identification method applied within the rostering system which, if utilised, will enable QH to meet the timeframes for QHIC implementation.

A strategy has been developed that will allow IBM/Workbrain to reduce the number of calculation groups by using employee UDF (user defined fields) flags. The flags will be used as a decision point to refine the pay rules that are applied to the calculation group. For example, a calculation group for a full-time employee working under the DHSEA (FT-Perm-DHSEA) would use an employee flag to identify those that use RDO processing. The RDO pay-rule would then apply to that subset of employees.

This change will allow consolidation of the calculation groups down to 236 whilst still enabling the award conditions to be met for each group without the need for workarounds and custom reports. IBM has advised this strategy will allow the build to be completed for these consolidated calculation groups with employee flags within the days allocated in the original scope for 263 calculation groups.

It also means that the design for the interim solution will not need to be enhanced when QH moves to the full ERP Solution. IBM advise that use of the UDFs will still allow retrospective calculations to be applied as the employee flags are date effective.

This change allows:

- Retrospectivity functionality to be maintained
- Award payment requirements to be met and managed
- Calculation groups to be reduced to a smaller number for the initial build
- No rework for the full ERP HR/rostering solution

Attached spreadsheets detail the proposed calculation groups and the pay rules that will be attached to these calculation groups. Workbrain pay rules identify and describe those award provisions necessitating some form of time interpretation wherever this can be automated within Workbrain.

**Approved recommendation:**

Build the rostering system using a combination of the estimated 236 pay calculation groups and associated employee flags.

**Contact**

For more information contact Cathy Sparks on 3006 7841.





## BRG Decisions – 28 April 2008

### 1. Business Attributes Document v5.0 (HR030)

#### Description

The 2.8 BAD is a deliverable to be provided by Queensland Health (QH) to IBM for input into the HR solution Standard Offering. The BAD provides input into the configuration of the system as well as a series of data lists which allow the system to associate activities or will be configured to form look up tables within the system. The current document (BAD V5.0) focuses on the requirements for the QHIC release of the HR solution in QH using the SAP and Workbrain systems. As such only the first two sections of the BAD requirements have been completed.

This release of the BAD (Version 5.0) is to be the baseline for QH agency configuration requirements that will enable IBM to confirm the configuration design and complete the system build. Where there is a requirement for future releases to capture the data changes as a result of technical assessment, data refinement or build modification, they will be issued as a new version through a change control process.

This version of the document reflects additions, deletions and updates made to the BAD version 4.0. The amendments that are included in this release have been captured and recorded in a separate tracking sheet for ease of identification and is attached as part of the appendix.

There are two items that remain incomplete at the time of this release, with a summary of these items listed in the table below. These are known items and it is not meant to be a definitive list as reviews of the BAD items can be subject to changes made across all elements of the program.

- Shift Pattern (2.9.2)

Ongoing work continuing to document the shift patterns. Delays have occurred in manipulating the data for conversion into the required format

- Pay Rules (2.11.1)

Changes to the list of Calc Groups have generated a requirement to review, update and correctly apply the pay rules. This is currently being completed as a joint QHEST/IBM task.

The data that is submitted is done so on the basis of being current at the time of submission, with the acknowledgement that it will be reviewed and amended as required. The excluded items will be submitted upon completion.

#### Approved Recommendation

An in principle decision was required (and subsequently received) to continue moving forward in building the QH Configuration into the HR Payroll and Rostering solution and endorse the release of the latest version of the Business Attributes Document (2.8 BAD V5.0 as per Appendix 1).

Note: the document was signed subject to industrial consultation and the deductions subject to finance business lead input as per endorsed BAD v4.

#### Contact - HR030

Cathy Sparks - 3006 7841.



Russ, Cathie has requested the following amendment  
can you please request this in the comments  
Theresa Hodges - Re: Fwd: Emailing: Bad covering with your

From: Cathie Franks  
To: Carlssa Hagenbach; Merran Hassed; Natalie Morrison; Robert Rule; Theresa Hodges  
Date: 16/05/2008 3:04 PM  
Subject: Re: Fwd: Emailing: Bad covering  
CC: Emma Bailey; Russ Wilde

endorsement  
Thomko  
Cherua

Hi,

I have had a quick scan of the documents. In the second document (Sect 1.1 Enterprise Structure-V5.01) configuration is included for Section 24 contracts for both 72.5 and 76 hours. As these contracts are created under the Health Services Act 1991 they can only be 76 hours. Likewise for Section 70 contracts - they are only created under the Public Service Act 1996 and they can only be 72.5 hours.

Cathie  
(07) 322 52429

>>> Theresa Hodges 16/05/2008 14:28:12 >>>  
Hi Guys

this is the finalised BAD document (which we have discussed in great detail at ERP).

Russ is being asked to sign this off this afternoon for BRG sign-off on Monday morning. Both Emma Bailey and myself have had a very quick review of the document and nothing jumps out at us. If you have the time and wanted to review and comment you are welcome to do so, but your comments will be required before 3.30pm.

thanks  
Theresa

>>> Mark Porter 16/05/2008 2:08:29 pm >>>  
As discussed the 5.01 version of the BAD is to be released today.

Consisting of a covering letter for sign off, the amendment sheet and the spreadsheets that have been updated.

Two items that missed out are the updated shift patterns which held several errors that needed to be addressed and the Deduction with insufficient time available to reconcile existing list against FI and SSP listings.

All files with the exception of the sign off sheet can be sent to IBM, Mariza Richards by today's no later than deadline.

I will personally come to your location to have documents signed.

Manay, many thanks  
Mark

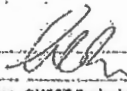
Mark Porter  
Project Manager Consultant  
QHIC Project  
QHEST Program  
Queensland Health Corporate Services  
Mobile: 0409 570 200

file://D:\USERDATA\Hodges\Temp\GW\00001.HTM

16/05/2008

Approval:  Endorsed  Not Endorsed

Comments if applicable:

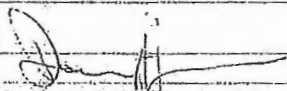
Signature: 

Title: Tony Price, QHEST Project Director

Date: 16/5/08

Endorsement:  Endorsed  Not Endorsed

Comments if applicable:

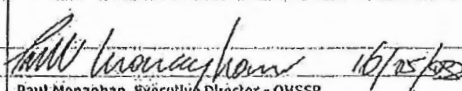
Signature (QHEST/HRG): 

Title: Damon Atzeni, QHEST HR Business Integration Manager

Date: 16/5/08

Approval:  Endorsed  Not Endorsed

Comments if applicable:

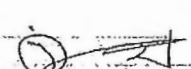
Signature:  16/5/08

Title: Paul Monaghan, Executive Director - QHSSP

Date:

Endorsement:  Endorsed  Not Endorsed

Comments if applicable:

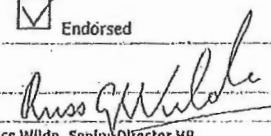
Signature:  16/5/08

Title: Janetta Jones, A/ Director - QHSSP

Date:

Approval:  Endorsed  Not Endorsed

Comments if applicable:

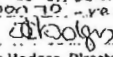
Signature: 

Title: Russ Wilde, Senior Director HR

Date: 16-5-08

Endorsement:  Endorsed  Not Endorsed

Comments if applicable: please note amendments required for document set 1.1 Enterprise structure. section of contract to - remove 70.5hrs, section 70 - remove 70 hrs. (as per attachment)

Signature: 

Title: Theresa Hodges, Director - HR Performance & Systems

Date: 16/5/08

#### Business Attributes Document Version 5.01 (BAD V5.01)

Endorsement of Version 5.01 of the BAD is required to enable Queensland Health to release updated configuration requirements to both IBM and Program42 (Workbrain).

BAD (Version 5.0), released on 28 Apr 2008, was set as the baseline for Queensland Health's agency configuration requirements to enable IBM to confirm the configuration design and complete system build.

The completion of data mapping between the systems, changing data needs and errors or omission including cross referenced data and flow on data changes as a result of changes in one area, has identified changes that are imperative to ensure data accuracy. The required changes are captured in Version 5.0.1 of the BAD.

Documentation and release of the required changes will enable maintenance of the baseline and correct configuration of the system to Queensland Health's requirements.

With the changes only representing corrections to previously supplied data the use of a minor version release was considered suitable.

The changes that have been made are listed on the attached summary document and include:

- o Minor amendments to values for Work centres
- o Adjustment to allowances paid by SAP to meet requirements
- o Addition of new base pay details for ATSI Health Workers
- o Updates to time codes and leave types as a result of the review in to the leave types and mapping to SAP pay codes.
- o Inclusion of part time groups for entitlement policies to meet Workbrain functionality changes, and flow on changes to the policy entitlements,
- o Rewrite of the schedule compliance by Workbrain
- o Updates to shift values and shift patterns following Workbrain review
- o Updates to pay rules and calculation group matrix to meet Queensland Health requirements.

It is recommended that Queensland Health approves the BAD V5.01 changes to re-set the baseline for the configuration requirements for Queensland Health.

Relevant Documents include:



Andl's Post V5.0  
Release



Sect 1.1 Enterprise  
Structure v5.01



Sect 1.7 Org  
Structure v5.01



Sect 1.8 Payroll &  
Time Mgmt v5.01



Sect 2.2 Time Code-  
Hour Type v5.01



Sect 2.3 Balance &  
Entitlements v5.01



Sect 2.4 Leave  
Requests v5.01



Sect 2.6 Schedule  
Compliance v5.01



Sect 2.9 Shifts-Shift  
Patterns v5.01



Sect 2.11a Pay Rules  
v5.01



Sect 2.11b Pay  
Rules-Cat:Grps v5.01

**Business Attributes Document Version 6.0 (BAD V6.0)**

Endorsement of Version 6.0 of the BAD is required to enable Queensland Health to release updated configuration requirements to both IBM and Program42 (Workbrain).

BAD (Version 5.0), released on 28 Apr 2008, was set as the baseline for Queensland Health's agency configuration requirements to enable IBM to confirm the configuration design and complete system build.

On going work on the completion of data mapping between the systems, changing data needs and errors or omission has identified changes that are imperative to ensure data accuracy. The required changes have been released in Versions 5.0.1 to 5.0.3 as they reflected minor changes and corrections.

Documentation and release of the BAD V6.0 is warranted due to the significant updating of the deductions table and the transfer of shift patterns to data load arrangements. Minor corrections have also been included to maintain data accuracy. This release will reset the base line for Queensland Health requirements and represents the completion of this deliverable. This will allow IBM to complete the build phase of the project.

The changes that have been made are listed on the attached summary document and all relevant documents have been included in the Version 6.0 release

It is recommended that Queensland Health approves the BAD V6.0 changes to re-set the baseline for the configuration requirements for Queensland Health.

Relevant Documents include:



2.8 Amdt's Post  
V5.03 Release



Section 1.1  
Enterprise Structure



Section 1.2  
Administration Structure



Section 1.3 Payslip  
Distribution Point



Section 1.4 Personal  
Data



Section 1.5  
Personnel Actions



Section 1.6 MOHRI  
Requirements



Section 1.7 Org  
Structure



Section 1.8 Payroll &  
Time Management



Section 2.2 Time  
Code & Hour Type



Section 2.3 Balance  
& Entitlements



Section 2.4 Leave  
Requests



Section 2.5 MVS



Section 2.6 Schedule  
Compliance



Section 2.8 Reasons/  
Assignments/Skills



Section 2.9 Shifts &  
Shift Patterns



Section 2.10  
Employee Availability



Section 2.11a Pay  
Rules - Instances



Section 2.11b Pay  
Rules - CalcGrps



**Endorsement:**  Endorsed  Not Endorsed

Comments if applicable:	
Signature:	
Title:	<b>Damon Atzeni, QHIC Business Lead</b>
Date:	

**Endorsement:**  Endorsed  Not Endorsed

Comments if applicable:	
Signature: (Chair BRG):	
Title:	<b>Tony Price, Project Director QHIC</b>
Date:	

**Endorsement:**  Endorsed  Not Endorsed

Comments if applicable:	
Signature:	
Title:	<b>Paul Monaghan, Executive Director - QHSSP</b>
Date:	

**Endorsement:**  Endorsed  Not Endorsed

Comments if applicable:	
Signature:	
Title:	<b>Russ Wilde, Senior Director HR</b>
Date:	

**Endorsement:**  Endorsed  Not Endorsed

Comments if applicable:	
Signature:	
Title:	<b>Bill Stewart, Senior Director Purchasing &amp; Logistics</b>
Date:	