

## **Oracle Payroll 11I “All you wanted to know ...”**

Sue London, Senior Manager HR Systems / Payroll

Simon Thompson, Manager Compass Business Support Group

The National Bank of New Zealand

## **Oracle Payroll 11I**

### *Company Profile*

*Permanent: 4564 FTE 4904 Headcount  
(600 Permanent Part-timers)*

*Casuals: 973 250 to 300 paid per period*

*Independent Contractors: 20 to 30*

*160 - 170 locations around the country*

## **Oracle Payroll 11I**

### *Agreement Types*

*One Collective Agreement covering 3200 staff  
Most are 8.30 - 5.00 with overtime applying*

*600 are 24/7 workers with various penal payments  
(3- 4 groups with separate provisions)*

*One Managerial Contract type covering 1600 staff*

## **Oracle Payroll 11I**

### *Modules Installed*

*Human Resources (including Recruitment)  
Training Administration*

*Payroll*

*Employee / Manager Self Service*

*General Ledger*

*Purchasing*

## **Oracle Payroll 11I**

### *Modules Installed .....*

*Accounts Payable  
| Procurement  
Cash Management  
Accounts Receivable  
Fixed Assets  
Project Accounting  
| Expenses*

## **Oracle Payroll 11I**

### *HR/Payroll Project Team*

*Bank - 3 Full time  
2 Part-time*

*4-5 Subject matter Experts  
(Training, Recruitment, HR Operational)*

*Weakness - reliant on expertise of 1-2 people*

## **Oracle Payroll 11I**

*Oracle Team*

*3 Functional Experts*

*2 Technical Experts (augmented as required)*

*Payroll a new product - knowledge gap*

## **Oracle Payroll 11I**

*Project Timeline .....*

*Business Case - March 2000*

*HR/Payroll and Finance join forces - May 2000*

*Provider Decision - October 2000*

*Joint Installation Decision - October 2000*

*Project commenced 15.11.00*

## **Oracle Payroll 11I**

*Process (in brief) .....*

*Reviewed Current Processes*

*Re-engineered Most for Efficiency*

*Identified New Information Required  
for Oracle Set-Up*

## **Oracle Payroll 11I**

*Process (in brief) .....*

*Information Gained from Branches / HR*

*New Information maintained via Spreadsheet*

*4 - 5 Test Conversions*

*User Acceptance Testing*

## **Oracle Payroll 11I**

*Process (in brief) .....*

*3 Parallel Runs-Results Validated against Prod*

*Payroll Team Training - early October 2001*

*Main Conversion and validation - 19-23.10.01*

*Payroll live on 24.10.01*

*600 given access to enter leave and O/T*

## **Oracle Payroll 11I**

*Process (in brief) .....*

*First Payroll processed on Thursday 1.11.01*

*First & only paper pay-slip (for most) with logon &  
password to Self Service posted 5.11.01*

*First Pay-day on Oracle 11I - 6.11.01*

## Oracle Payroll 11I

*Number of Errors Recorded Due to Unknown System Errors:*

*MINIMAL*

## Oracle Payroll 11I

*Number of Queries / Concerns About Pay / Tax as Calculated in Oracle:*

*ZERO*

## Oracle Payroll 11I

*Integration to GL*

*Very Little*

*Costing File Still Sent Every Pay-day*

*Month End Accruals Sent to GL for Up-load*

*No Drill Down from GL Reporting to Pay-run Results*

*Payroll Uses Costing Tables Direct from GL*

## Oracle Payroll 11I

*For the Better*

*Processes Streamlined in Payroll*

*Data Validation Prior to Pay-Run = Less Errors*

*Relational Data Base = One Time Data Entry*

*Improved Computer Skills for BU Administrators*

## Oracle Payroll 11I

*For the Better ....*

*Electronic Filing to Statistics NZ*

*Rules Based Formula*

*Reporting*

## Oracle Payroll 11I

*For the Worse*

*New Product - Went Live with Known Issues*

*Not Able to View Working System Prior to Project*

*Localisation of EMS File*

*Recoveries not Automatically Linked*

## Oracle Payroll 111

*For the Worse ...*

**Shortage of Skills Means Delays in Problem Fixing**

**More Data to Maintain e.g. Supervisors,  
Hierarchy Maintenance**

**Retro Failure during Collective Agreement Back-pay**

## Oracle Payroll 111

*Woops .....*

**Date Tracking of Leave Schemes at "Go Live"**

**Under Estimated Computer Literacy of Users**

**Release of 500 Self Service Users on second  
pay-run process day**

**People Saving Payslips as Favourites  
- bypassed Security**

## Sue London

- Prior to working for the National Bank, Sue London has had a number of HR roles including Industrial Relations Manager for the Broadcasting Corporation of New Zealand and HR Services Manager at TVNZ. This role included responsibility for the day-to-day running of the administrative side of a busy HR department and generalist HR duties. Her areas of specialist responsibility included EEO/Harassment programmes, Change Management and HR Systems and Reporting.
- Sue has been with the National Bank for over three years. Her main focus through this time has been the introduction of Oracle to the Bank. She was part of the team involved in developing the initial Business Case and went on to be team leader responsible for the successful implementation of the Payroll/HR modules of Oracle 11i.
- This included Payroll, Core HR, Recruitment, Training Administration, Employee Self Service, Manager Self Service, HR related Workflow and HR Reporting.
- Until recently she was responsible for HR System, Payroll and HR Reporting in the Bank but has now moved to a full-time project role concentrating on the development of the HR/Payroll components of Oracle and the introduction of Oracle Time and Labour within the Bank.

## Simon Thompson

- Simon currently manages a business unit that provides business support for the Bank's Oracle 11i database (called Compass at the bank). Support covers all modules presently installed at the Bank, ranging from GL through to iProcurement, HR and Payroll.
- The purpose of this business unit is to identify and correct defects and co-ordinate changes requested by the business. At present we have approx. 60 changes waiting, not all of them payroll.
- Simon has been at the bank for 13 years, initially in Finance where he had a number of roles culminating in the position of Manager of Management Accounting group. He then moved on to work on the Oracle implementation where he led the GL implementation

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