



Information Systems & Services

Operational Highlights Joint Operations Group Report January 2003

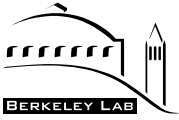
Strategic Planning and Development

- Developed the Information Systems Initiative Plan describing the benefits that the past IT spending has brought to LBNL and detailing strategies and benefits of the projects planned for FY 03 – 05.
- Published version 1 of the Information Technology and Services Division Technical Architecture. The publication of the architecture capped a sixteen-month effort. The architecture achieves three goals. First, it establishes a foundation from which all technology projects and decisions are based. Second, it provides the basis for planning the adoption of new technologies consistent with Berkeley Lab's scientific mission. Finally, it provides a reference with which all Laboratory units can use when assessing technology decisions. ITSD staff will conduct quarterly reviews of technology and the alignment of technology to the Laboratory's mission. Revisions to the Technical Architecture will be published annually.
- ISS, in partnership with the Integrated Project Management Office, is providing customized training in project management. The classes have been designed to introduce the LBNL project management strategy for Enterprise Computing Program-sponsored projects, including clearly defined roles and responsibilities. Additional objectives of the classes are to share project management concepts and terminology with IT customers, and to increase the project management skills of IT staff.

Applications Portfolio Management

Financial Systems

- Concluded the accounting department's business practice review for the implementation of the PeopleSoft Grants Management (7.5 E&G) system, and are now preparing to proceed with the final implementation steps. The new go-live date is expected to be in spring 2003. When implemented, the Grants system will replace our Sponsored Project and Proposal Tracking (SPPT) system, written in-house in 1985, using now obsolete Focus/IBM mainframe technology.
- Began conducting the final system testing and user acceptance testing for the implementation of the new Gelco Travel Manager system, a web-based system for capturing, routing, and reporting travel authorization and expense report information. This will begin as a pilot implementation in February, to be followed by a full production rollout after an evaluation of the pilot. The Gelco Travel Manager system will replace our legacy Travel system, which was written in-house in the early 1980's, written in batch COBOL and running on our outsourced IBM mainframe, and an equally old, PC-based dBase III data collection application.
- Made numerous changes to our systems in preparation for the new federally mandated accelerated financial reporting schedule, which takes effect at the end of January 2003.
- In a change mandated by the DOE, LBNL converted all of its automated banking interfaces from Bank of America to Union Bank of California between October and December. This included check production, positive pay reconciliation, ACH payments, and EDI transaction processing in several application areas, including Accounts Payable, Travel Disbursement, Systems Contracts, and Payroll.



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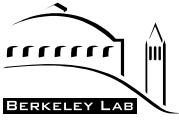
- Began implementing the second phase of the PeopleSoft 7.5 E&G Purchasing and Payables systems and the PeopleSoft version 8 eProcurement system (PRP). This phase includes enhancements in the areas of 1099 processing, retention processing, encumbrance processing, and the automation of the DOE funding recast. Implemented an API to automate the interfacing of purchase requisitions from our MRO Maximo (facilities) maintenance management system to PRP.
- Completed a number of Procurement Card System improvements, primarily for the purpose of enhancing the Laboratory's internal controls for procurement card activity.

Human Resources and Payroll Systems

- Implemented the PeopleSoft HRIS upgrade, including all HRMS and payroll components, from release 7.51 to 8.3. The project was successfully completed on an accelerated implementation schedule of only 6 months.
- Re- installed tax updates to release 8.3. The upgrade process usually rolls back the tax releases and users need to re-install these updates after the upgrade is completed. This was a critical task this year because there were only 6 weeks of elapsed time to complete 4 tax changes. Each release has to undergo parallel testing and approval by payroll.
- Automated the interface from Wageworks to upload pre-tax transportation deductions directly into HRIS
- Benefits Base Rate, historically, is an annualized full time equivalent of each employee's compensation rate. Starting next year, this is changed to include several miscellaneous earnings and will be called the Medical Contribution Base (MCB). One of the additions to Benefits Base Rate is shift pay. When shift pay is processed, it normally includes regular pay. This is a practice that dates back to MSA. In order to calculate the MCB properly, we needed to modify the payroll to segregate shift pay from regular pay.
- Installed Open Enrollment changes as specified by UCOP:
 - Created new SHPS interface for Health Care Reimbursement and Dependent Care deductions
 - Modify open enrollment update and IVR interface to enroll employees whose medical contribution base (MCB) is \$40k or less in low premium plans and to enroll employees MCB is more than \$40k in regular premium plans.
 - Modify the benefit carrier interface to return the same medical, dental and vision plan type for employees enrolled in low premium plans and regular premium plans.
 - Create a new program to detect 2-party and family coverage codes that have no adult dependents into the new coverage code for medical, dental and vision enrollments.
 - Create a new program to terminate enrollment of all Aetna enrollees and enroll these employees into Blue Cross POS or Blue Cross PPO depending on home address zip code.
 - Modify UCRS and BCS interfaces to remove HCRA and Dependent Care financial transaction to memo post transaction.

Environmental Safety and Health Systems

- Completed LCAT's Palm Pilot interface. Rollout to begin in Jan 2003.
- Developed pilot for the HEAR DB Palm Pilot interface. Rollout to begin in Jan 2003.



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Infrastructure and Production Services

- Conducted a comprehensive security audit in preparation for the DOE Office of Assurance security vulnerability scans. Based on the results of this audit a number of upgrades were undertaken, including a complete upgrade of all ISS Apache web servers.
- Implemented a development firewall to remove the risk of unauthorized access via the internet. The firewall examines traffic coming into the development network and selectively blocks any unauthorized connections.
- Implemented a host based intrusion detection system (HIDS) in both the ISS production and development security domains. The HIDS is used to audit and track all critical system files on an individual system basis. Any changes to an audited file will cause an alert to be triggered.
- Added new staff to the Database Administration (DBA) team expanding the team's expertise in the database performance and tuning disciplines. The new DBA will act as a consultant for the application development groups to help ensure the optimal performance of newly developed application code.
- Made a number of performance related enhancements were made to the Financial Management System's (FMS) production database. The enhancements included a restructure and re-blocking of the database followed by a series of performance and throughput tests to validate the benefits of these changes. Early observations during the first month end financial close indicated an average 45% throughput improvement in batch processing performance.
- Installed a new Cisco network switch in order to increase the network capacity of the administrative systems computer center. The new switch will accommodate additional network connectivity and enable us to eventually transition to a Gigabit based network infrastructure.

Data Warehousing and Reporting

- Received LBNL management approval and funding for Berkeley Lab Information Systems (BLIS) project.
- Met with scientific and operational users to determine requirements for BLIS pilot.
- Began developing system architecture for the BLIS pilot.
- Made plans to visit UC Davis and UC Berkeley to examine their reporting portal design and implementation.