

August 14, 2001

Subject: Nomination to Participate on HRIS Follow-up Committee

I am writing to let you know that you have been identified as potential member of a committee that will conduct analytical work requested by the Council of Vice Chancellors for Administration (COVCA). I have asked the COVCA principals to allow you to participate in this work, so they are aware of your nomination. I hope you will be able to participate on this important project.

As you are probably aware, KPMG Consulting recently completed a Human Resources Information System (HRIS) needs assessment for UC at the request of Senior Vice President Joseph P. Mullinix. After KPMG briefed their report and recommendations to the COVCA in late July, I was asked to convene a committee of technical and functional experts to answer additional questions that were discussed after the HRIS needs assessment briefing. The specific areas the committee will address are as follows.

1. How well would the PeopleSoft HR product currently being implemented at UC Berkeley and UC Davis Medical Center satisfy the needs documented in Appendix H to the KPMG study?
2. What would it cost and how long would it take to modify PPS to satisfy the needs documented in Appendix H to the KPMG study.
3. What are the cost and schedule estimates for building a web front end to simplify and streamline data entry? Include provisions for ensuring consistent data entry in a manner that eliminates the problem of "lost transaction detail" that occurs when multiple pay-related transactions are consolidated by people entering data into PPS.
4. Is it practical to plan to implement E-Procurement and HRIS solutions concurrently given the potential impact on campus users? Look in particular at the impact on departmental personnel who would use these systems.

A draft project plan is attached that outlines the committee's proposed activities. As you will see from the plan, we would not expect you to work on all four of these questions. Rather, members will be assigned to working groups that will concentrate on specific content areas and will present their work back to the full committee for validation and consolidation.

The timeframe for answering these questions is very short the next COVCA meeting is scheduled for September 20, 2001. Our plan is to complete the selection of committee members by August 16 and have a kickoff meeting in Oakland during the week of August 20. A list of goals for the kickoff meeting is included in the project plan. Key activities will include assigning committee members to the working groups and beginning the analysis in small breakout groups. It is for this reason that we are asking committee member to participate in the kickoff meeting in person rather than by telephone. We currently have a hold on conference

rooms for August 22 and would like to hold the meeting that day. However, we understand that this is a difficult time of year to schedule a large meeting, so we will adjust the date as necessary to accommodate the largest number of attendees.

Before closing I want to emphasize the importance of this task and of your participation. At their next meeting the COVCA will make a decision regarding whether and how to proceed with implementing an HRIS. This is a decision that will have profound consequences for the University and it is critical that we get them the information they need to make a sound decision. The questions they have asked require analysis by individuals with high levels of UC-HR and/or PPS expertise.

You have been identified as an individual whose expertise is required to make this project a success. Hence, I request that you join the committee and participate in its work over the next six weeks. At your earliest convenience, please coordinate with your supervisors and respond with copy to Paula Eeds ([Paula.Eeds@ucop.edu](mailto:Paula.Eeds@ucop.edu)). Please let us know if you will be able to participate and, if so, what your availability is for an all-day meeting in Oakland during the week of August 20.

Sincerely,  
Bill Campbell

P.S. KPMG's executive summary and draft final report as well as my briefing to the COVCA can be found at: <http://www.ucop.edu/irc/nba/hris/>.

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