

# Off-Line (HCM Districts Only) District Roundtable

HCM  
SESSION  
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conference 2018 *building bridges*

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## Session Topics

- Welcome & Introductions **(5 min)**
- Roundtable Discussion **(50 min)**
- Wrap up & Closing **(5 min)**

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## Guiding Questions

### Payroll-Specific

- 1. What procedures do you use to load payroll data in to your system (do you have specialized reports, or download a certain query?)
- 2. What department is responsible for loading payroll data in to your system (i.e. IT, Finance, Payroll?)

### Offline Systems

- 3. How do you reconcile the data in your system back to HCM to ensure it was all recorded correctly?
- 4. Since we use PeopleSoft for our HCM data, we need an effective mechanism to transfer PeopleSoft data to our offline system. Where are we with the "Data for Districts Project"?

### Auditors

- 5. Do you have procedures documented for the auditors?

### Cross-Training

- 6. Do you have cross-training at you district in case they are on vacation or leave the district?

## Additional Questions



# Session Notes

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<http://crc.sdcoe.net/peoplesoftconference>