ADP GlobalView®

Data Conversion Plan



Commercial in Confidence

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| --- | --- |
| Author | Matthew Bailey |
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Table of Contents

Introduction 6

Purpose of this Document 6

Objectives 6

Responsibilities 6

Data Conversion Process Overview 7

Data Conversion Process 8

Definition of Data Requirements 8

Employee Master Data 8

Accrual/Leave Balances 8

YTD / PTD Data 8

Legacy Systems 9

Data Mapping 10

Field Mapping 10

Value Mapping 10

Data Cleansing 11

Alignment of HR ROR to ADP Solutions 11

Alignment of HR ROR to Legacy System 11

Ensuring HR Data Fields Use is Consistently Applied 12

Data Extraction 12

Employee Master Data – Initial Extractions and Changes 12

YTD/PTD Data 12

Payroll, Time and Portal Change Only Data 13

Data Preparation and Verification 13

Common Key Field Control Record 13

Data Manipulation 13

Data File Verification 14

Data Transfer and Verification 14

Secure File Transfer Approach 14

Data Validation and Sign Off 15

Roles and Responsibilities 16

RMIT Legacy/ROR to ADP GV Conversion 16

Roles 16

Responsibilities 17

# Introduction

## Purpose of this Document

The purpose of this document is to define the requirements and activities for data conversion and to establish a common understanding of the associated obligations of ADP and RMIT for all key activities.

## Objectives

Data conversion requirements are based on critical Payroll, Time Management, Portal and HR information (employee master data) including, but not limited to, base salary, taxation, leaves and year to date balances, as required on a country by country basis for year-end legislative reporting. Critical HR information includes organisation structure and information as indicated by country specific guidelines and regulations.

Conversion of historical data not required for payroll or year-end purposes is out of scope. Historical data required for the calculation of current payroll (e.g. PTD/YTD accumulative data) is in scope. Historical time data is not in scope.

ADP’s implementation methodology requires parallel payroll tests as follows:

* GlobalView requires two sequential parallel payroll cycles are run and reconciled to ensure variances are explained prior to the start of cutover.

The parallel tests and the associated data load will be a final validation of conversion activities for payroll, time, HR and Portal critical information. These parallel tests are conducted using test systems.

There are two stages of Data Conversion required:

1. Parallels Data Load – loaded to ADP Quality/Test environment
2. Go Live Data Load – loaded to ADP Production/Live environment

## Responsibilities

Standard inbound interfaces are used for data loading and conversion. ADP will be responsible for providing details on how to format and deliver critical data requirements. RMIT is responsible for providing data in the format defined by ADP. RMIT conversion activities include data mapping, data cleansing, data extraction, data preparation, verification, and validation. These specifications are country and client specific.

Where Workday Integration is in scope, ADP inbound interfaces files (\*Workday Connectors) will be used to send delta changes after the initial load is completed (via SSLs and G2 dependent on country in scope and employee headcounts). Once the data is entered into Workday, the extract will be created in the required format and run through the connector creating the G2 format. This G2 will then be uploaded into GV using the standard GV upload process.

Data to be sent via Workday Connector will be documented in the Workday Connector Mapping Document. The mapping exercise will be conducted as part of Phase 2 Blueprinting, led by ADP Consultant.

## Data Conversion Process Overview

There are seven key activities included in data conversion. These are:

1. Definition of requirements
2. Data mapping
3. Data cleansing
4. Data extraction
5. Data preparation and verification
6. Data transfer and verification
7. Data validation and sign off

These key activities are conducted in sequence as listed above.

# Data Conversion Process

## Definition of Data Requirements

There are three types of data requirements for each country, including:

1. Employee master data
2. Accrual balances
3. Year To Date / Period To Date data (YTD/PTD)

### Employee Master Data

ADP’s requirements for employee master data are defined within interface specifications. The interface used for loading data is based on what is necessary to populate Payroll, Time Management and Self Service. The ADP lead consultant will work with RMIT to define the required master data and format requirements.

The interface specification and Workday Integration Mapping Document will be customised by the ADP Lead Consultant based on requirements before its distribution. The following types of loads are used based on data destination:

* HCM Integration – initial loads using SSL; larger scope client may choose to build G2; in scope inbound interfaces (e.g. Workday Connector)
* GlobalView – G2, SSL

### Accrual/Leave Balances

Accrual data are balances needed to track and calculate areas such as annual leave. The ADP Lead Consultant will assist with determining format and load timing based on the Go Live Date.

### YTD / PTD Data

Depending on the project Go Live Date certain country legislative provisions might require historical accumulated data be uploaded into ADP system(s). YTDs are based on the last cycle legacy data sources and are loaded prior to the first live payroll.

All employees receiving a current year tax form must be included in the loads. The accumulations are required for RMIT specific payment codes (RMIT wage types) and accumulation codes (technical wage types) such as total gross pay, total base salary, HR legal reporting, depending on the country where this is requested.

The Lead Consultant will provide specifications for accumulation and standard payment codes for year to date and/or period to date on a country by country basis*.* Full customer specific details for master data and year to date records are provided in the Business Blueprint phase in each country.

### Legacy Systems

Legacy data sources will usually include an HR record of reference [ROR], the legacy system, manual input forms and other systems for leave balances, etc. All sources listed below will need to be uploaded to ADP systems through G2, SSL, CSV or manual entry and tested:

| **ID** | **System Name** | **Data Type** | **Method of transfer\*** | **Owner** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  | RMIT HR ROR | Master data | G2, SSL, manual | HR | Specify InfoTypes |
|  | RMIT Workday System | Master data | Where Workday Integration is in scope, initial loads typically use SSL. Depending on scope, RMIT may decide to build G2.  The Workday Connector is used for changes only. | HR | Specify InfoTypes  InfoTypes used via Workday Connector will be defined as part of mapping exercise during blueprinting |
|  | Name of legacy system | Master data  YTD / PTD data | G2, SSL, manual | Payroll vendor | Specify InfoTypes |
|  | Type of manual system | Local language character data |  |  | Must be provided as text files |
|  | Name of legacy system | Leave transactions/balances | CSV, SSL | Varies | Loaded prior to first live pay run |

\* Method of Transfer is the same for parallel runs as for production migration.

## Data Mapping

There are two types of data mapping required, including:

1. **Field mapping** = matching data field specifications to RMIT systems / third parties to determine what should be interfaced from the RMIT systems and third party systems
2. **Value mapping** = matching data value codes to RMIT system value codes

### Field Mapping

This mapping relates only to employee master data and applicable to payroll, time management and Portal

Specifications provided by ADP contain the required fields for conversion. Mapping requires RMIT expertise of both their legacy system and ADP systems. ADP will support RMIT to ensure an understanding of specifications and requirements for ADP systems. For each of the required fields, RMIT will document which field from their HR ROR maps to the required field in ADP systems.

Where Workday Integration is in scope, RMIT and the ADP Consultant will define InfoTypes interfaced from Workday in the Workday Integration mapping document. This mapping document will also include data fields required for financial reporting of payroll results (GL account information, WBS elements and cost centers).

Data that cannot be mapped will be manually uploaded or directly entry by RMIT. This is applicable to data conversion activities and operational requirements.

### Value Mapping

This mapping relates to employee master data (applicable to payroll, time management and Portal) as well as YTD/PTD data (mainly payroll and time management)

For each required field the ADP data values are matched to the legacy system values. This is a joint exercise. ADP will provide a list of data values per required field as a starting point.

## Data Cleansing

During data mapping, requirements for data cleansing RMIT will identify any discrepancies between the format of legacy system data and data in GlobalView.

Data cleansing of master data is a prerequisite to data conversion to the GlobalView solution.

No cleansing is required for YTD / PTD data. The YTD / PTD data is a snapshot of the legacy results to date.

Data cleansing involves three key activities, including:

1. Alignment of HR ROR data values to ADP solution specifications
2. Alignment of HR ROR data values to legacy system payroll and time master data
3. Ensuring HR ROR data fields use is consistently applied (e.g. address fields)

Fields that require data cleansing are typically identified in two ways:

1. Mapping should identify field characteristics variance of legacy systems and ADP systems. Gaps between the systems need to be aligned or corrected for consistency.
2. Uploaded data produces error logs of items that do not align to values stored in ADP. Errors must be reviewed for mapping and data cleansing issues.

### Alignment of HR ROR to ADP Solutions

The HR ROR system will be the primary point of entry and the main data repository for all post implementation master data transfer. Only data that cannot be accommodated in the HR ROR system should be directly input ADP systems, direct entry should be used on an exception basis for minimal payroll only information. Data transfer by interface from the HR ROR system must be maximised to limit manual intervention in data input and to ensure the highest level of data integrity is maintained. This includes possible development of new fields in the HR ROR system to accommodate payroll and time data requirements.

### Alignment of HR ROR to Legacy System

This is to ensure data integrity between the HR ROR and payroll and time legacy systems.

It is important that master data in the legacy payroll and time systems are aligned to the HR system. Differences between legacy system master data and HR ROR must be corrected prior to extraction of the initial master data loads.

### Ensuring HR Data Fields Use is Consistently Applied

ADP solutions require data be transferred to specific fields. Some client HR systems do not have a one to one relationship to payroll or time data. When this occurs RMIT will create a process to ensure data entered into the HR ROR transfers to ADP accurately. Values from a single HR ROR data field that need to load to multiple ADP fields cannot be derived by ADP.

## Data Extraction

Initial employee master data extractions will be required from the HR ROR and legacy systems. YTD/PTD data extraction will be required from legacy payroll and time system(s). Employee master data changes and payroll transactions relevant for the initial go live payroll will be required once initial master data uploads and YTD/PTD loads have been reconciled and signed off. Prior to loading master data, cost center and vendor information should be loaded and validated.

### Employee Master Data – Initial Extractions and Changes

Extraction, transfer and loading of employee master data needs to be tested. These tests need to be completed prior to start of the data loads for parallel runs. Testing prior to parallel ensures data mapping and cleansing is complete for payroll critical items.

Master data must include all records for employees who need to be recorded for tax year end reporting, including:

* Active employees
* Current tax year terminated employees
* Prior tax year terminated employees who have received payments in current tax year
* Any other employees determined by country requirements

Parallel testing usually identifies some changes are required to the data loads. It should be anticipated that these changes (usually minor) will occur. Retention of technical resources to ensure these changes are made timely is critical.

### YTD/PTD Data

RMIT is required to provide extracts of legacy YTD/PTD data codes and values according to ADP specifications. Data confidentiality and how to manage special populations (e.g. executive pay) must be considered.

Managing legacy system data from an external 3rd party vendor, is RMIT’s responsibility. RMIT owns the relationship and communications with the vendor to ensure provision of these data files by the scheduled timelines.

It should be anticipated that data codes and accumulated values in legacy systems will not directly match those required for ADP. It is RMIT’s responsibility to ensure accurate mapping of data codes and values once extracted from any internal or external legacy systems. Internal RMIT resource(s) will need to validate data provided by external 3rd party vendors prior to any loads.

### Payroll, Time and Portal Change Only Data

For the first live payroll, changes that occur after the initial employee master data extraction need to be loaded into ADP. RMIT will decide where to extract this data from and if a change management process or black out period is needed to manage this cutover activity. Whatever approach is taken, RMIT will need to provide change data.

## Data Preparation and Verification

Data preparation and verification includes the confirmation of mapping against actual data from legacy systems, data manipulation and data file verification activities.

### Common Key Field Control Record

A common key field such as employee ID/personnel number in each systems must be aligned between the HR ROR, legacy systems and ADP. The listing of mapped employee numbers will serve as a control record that identifies the population between systems.

### Data Manipulation

Data manipulation is not recommended on master data. If changes are required to employee master data, these changes should be made in legacy systems. YTD/PTD values from legacy systems must be manipulated into ADP specifications for each country. It is the RMIT’s responsibility to perform any data manipulation required.

### Data File Verification

RMIT is required to verify that each data file conforms to ADP specifications. This verification includes, but is not limited to:

* All employee records included, as per the control record
* All mandatory fields contain data
* All data in field is consistent with requirements
* Employees have all required master, YTD/PTD data

RMIT must ensure that master records loaded are not dated later than the first day of the YTD period for any employee. If the YTD requirements are to load data from 01 January of the current year, then employee master data records must commence on this date or the actual date of commencement (for new hires and transfers), depending which is earliest.

RMIT must also ensure that subsequent master changes are not dated earlier than the first day of the YTD for any employee. Retro payments can only be automatically processed in payroll back to the first day of the first live period for any country.

ADP will provide details of specific data records restricted to these date requirements.

## Data Transfer and Verification

The data transfer and verification process confirms the legacy system is converted to ADP accurately and the two systems in are in sync.

### Secure File Transfer Approach

All data files sent to and received from ADP must be encrypted in transit and at rest and comply with ADP’s security standards. Where a secure file transfer connection is not possible, data files must be zipped leverage zip encryption, password protected and exchanged via ADP’s CRM portal. Passwords are to be only communicated with the authorised personnel of joint team.

All employee master data load files must have header and trailer information to validate that all information was received correctly. With exception to the final production load, ADP will load data into test systems. RMIT will validate data prior to uploading the final file to production.

## Data Validation and Sign Off

This final RMIT validation confirms all employees (active, current year terminated, and other employees required by country tax year legislation) have full employee master file records and PTD / YTD data. A formal sign off of converted data is required for parallel and go live.

# Roles and Responsibilities

## RMIT Legacy/ROR to ADP GV Conversion

### Roles

RMIT SME (Data Expert)

RMIT should provide a SME (with data expertise) who will be responsible for

* Participating in data mapping activity between RMIT legacy/ROR system and ADP
* Validating mapping document
* Sign off conversion testing
* Review and validate data extracted from legacy/ROR system
* Fix data related errors in Legacy/ROR system

RMIT Legacy/ROR System Expert

RMIT will provide a Legacy/ROR system expert who will be responsible for

* Build extraction program/method for extracting data out of Legacy/ROR system(s) according to ADP specifications
* Producing data from legacy/ROR system in the ADP specified format and agreed periods
* Work with ADP project team to identify and support resolution of issues (data conversion issues, formatting, mapping and completeness)
* Resolve data extraction issues related to mapping, format and conversion (in Legacy/ROR systems extraction programs)

ADP Lead Consultant

The ADP Lead Consultant will take on following activities, further detail in the responsibility matrix below.

* Ensure RMIT specific mapping is documented in agreed format
* Coordinate testing phases

ADP Data Load Team

* Load files for data migration test, parallel run loads and production conversion
* Provide error reports

### Responsibilities

Legend for Responsibilities Matrix

**R** – Responsible for delivering (Owner for deliverable)

**A** – Accountable (Executive ok to proceed)

**C** – Consulted/Contributor (Input required)

**I** – Informed (Interest in outcome)

| Phase | Activity Description | RMIT SME (data exp) | RMIT system expert | ADP Lead Cons | ADP Data load Team |
| --- | --- | --- | --- | --- | --- |
| *Blueprint* | | | | | |
|  | Organise data requirement workshops | C | C | R/A |  |
|  | Attend data requirements workshop | C | C | R/A |  |
|  | Confirm what data should be converted from Legacy/ROR to GV | C | C | R/A | I |
|  | Confirm periods when data should be extracted | C | C | R/A | I |
|  | Document technical detail of Legacy/ROR extraction file format | I | C | R/A | I |
|  | Document mapping requirements | C | R/A | C | I |
|  | Sign off mapping requirements document | R/A | I | I |  |
| Realisation | | | | | |
|  | Development & Unit testing of extraction programs from Legacy/ROR based on ADP specifications and mapping requirements |  | R/A | C |  |
|  | Extract data file from Legacy/ROR for data load test | I | R/A | I |  |
|  | Review data extracted for data completeness (volume and scope) | R/A | C | C | I |
|  | Perform data load test | I | I | C | R/A |
|  | Consolidate errors from load | I | I | C | R/A |
|  | Data error resolution | R/A | C | C | I |
|  | Mapping error resolution | C | R/A | C | I |
|  | Signoff conversion test | R/A | C | C | I |
| Final Preparation | | | | | |
|  | Extract raw data files from Legacy/ROR for parallel runs | I | R/A | I |  |
|  | Review data extracted for completeness (volume and scope) and send data to ADP | R/A | C | C | I |
|  | Perform data loads for parallel runs | I | I | C | R/A |
|  | Consolidate errors and send in ADP format | I | I | C | R |
|  | Data Error resolution | R/A | C | C | C |
|  | Mapping error resolution | C | R/A | C | C |
|  | Validate data load complete and correct | R/A | C | C | I |
| Go Live | | | | | |
|  | Extract raw data files from Legacy/ROR for production load | I | R/A | I |  |
|  | Review data extracted for completeness (volume and scope) and send data to ADP | R/A | C | C | I |
|  | Perform data loads for production load | I | I | C | R/A |
|  | Consolidate errors and send in ADP format | I | I | C | R |
|  | Data Error resolution | R/A | C | C | C |
|  | Mapping error resolution | C | R/A | C | I |
|  | Validate conversion complete and correct. Signoff conversion for production load with ADP assistance | R/A | C | C | I |