DEPLOYMENT

PLAN

November 19, 2012

**LIST OF ITEMS FOR DEPLOYMENT TO TEST SITE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Items for Deployment** | **Status** | **Remarks** | **Accepted By**  *(Name and Signature)* |
| **1** | Unable to compute for correct 13th Month pay using “Monthly Rate” as the bonus basis. | For deployment to test site | **Deployed** |  |
| **2** | Unable to withheld tax for taxable 13th month pay. | For deployment to test site | **Deployed. Excluded the 3000 cash advance for 13th month and payroll, Net pay adjustment, tax refund.** |  |
| **3** | After processing 13th month pay, the system adjust the “Taxable Non-basic” of previous payroll transaction same to the current “taxable non-basic” | For deployment to test site | **Deployed** |  |
| **4** | Check the computed tax for “Leave Conversion – Taxable” | For deployment to test site | **Deployed** |  |
| **5** | No specific transaction report (sort of payroll register) for 13th month / other bonus. | For deployment to test site | **Deployed** |  |

**LIST OF ITEMS FOR DEPLOYMENT TO PRODUCTION SITE**

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| --- | --- | --- | --- | --- |
|  | **Items for Deployment** | **Status** | **Remarks** | **Accepted By**  *(Name and Signature)* |
| **1** | Manpower Request Slip  Change the format of report and add “MR No.” filter | For deployment to Production | **Deployed. Has extra page. Must display correct company. Add company to MR Module. Use correct filter.** |  |
| **2** | Attendance  Issue:  If employee has login in the morning and applied for LWOP in the afternoon, the system displays the entire day as LWOP. Time logs in the morning were ignored by the system.  Resolution:  Allow the system to read only the applied LWOP hours on attendance summary. | For deployment to Production | **Deployed. To be checked by Eva. Simulate half-day LWOP.OK.** |  |
| **3** | HR Movement Report  The system display error message on the generated report. | For deployment to Production | **Deployed. Get Previous data in 201.** |  |
| **4** | HR Movement Report  Change the title from “HR Action Notice” to HR Movement Report | For deployment to Production | **Deployed.** |  |
| **5** | 201 Admin – References – Series No  Create reference maintenance for “Series No”. This can be utilized on Plantilla Tracking sub module when creating new Plantilla transaction. | For deployment to Production | **Deployed. Series No. a free text. Removed reference. What is plantilla code.** |  |
| **6** | Appointment Report  Remove duplicate record on the lower part of the page. | For deployment to Production | **Deployed. HRANO. Will not appear in employee name.** |  |
| **7** | HR Contract Report  Set the character limit of “Employment Agreement” to maximum. | For deployment to Production | **Deployed** |  |
| **8** | SSS Loan Diskette file | For deployment to Production | **Deployed** |  |
| **9** | 13th Month  The system removed the initially deducted loan deductions when the 13th month record has been reprocessed. My analysis here is because when you take a look at that deduction under Loan Maintenance page, the indicated balance is zero already. The system should retain already deducted deductions even after reprocessing same record several times. | For deployment to Production | **Deployed** |  |
| **10** | Forwarded Income/Deduction  Should allow editing of record under Fully Paid until payroll transaction is not yet posted. Editing of record should not be allowed ONLY after the record has been posted already. | For deployment to Production | **Deployed. Checked by Eva** |  |
| **11** | Forwarded Income/Deduction  Unable to delete record on Forwarded Income and Forwarded Deduction under "Not Fully Paid" page. | For deployment to Production | **Deployed Checked by Eva** |  |

**DEPLOYMENT PROCEDURE**

1. Create back-up of latest production data.
2. Back up latest production data to test site.
3. DB Wizards will deploy the fix to Davies Paints test site. Deployment and testing will be done per item.
4. Davies Paints will check and validate the fix.
   1. If OK, proceed with step 3.
   2. If NOT OK, provide test result to DB Wizards for verification. Then repeat step 1.
5. Sign the approved validation result for documentation purposes.
6. Deploy the approved fix to production site.