
Phil Hoskins

Overview

Twenty-nine years of experience implementing, integrating, managing and supporting PeopleSoft applications. Phil has a thorough understanding of the PeopleSoft technical architecture and integration techniques. To compliment his in-depth technical skills he also has extensive HCM functional background including Canadian and US Payroll. Phil has over forty years of information technology experience including management consulting, systems analysis, implementation project planning, and system requirements definition.

Functional Experience

- Performed Systems and Business Analysis including analysis of existing organizational problems and the development of plans for improvement
- Lead Fit/Gap, Requirements Gathering and Functional Review sessions
- Review Business Process for Improvement and Best Practices Opportunities
- Documented As-Is, To-Be, Functional (and Technical) Requirements, User Guides, User Help, and Configuration documents
- Configured PeopleSoft Human Resources, Base Benefits, Payroll and Time & Labor including Business Units, Set Ids, Companies, Departments, Locations, Job Codes, Salary Administration Plans, Salary Grades, Salary Steps, Positions, Pay Groups, Pay Calendars, Pay Run Ids, Frequencies, Base Benefits, General Deductions, Earnings Codes & Programs, TRCs, and others
- Built and Executed Test Plans (Functional and User Acceptance Testing), Build Test Inventories, Build Test Cases, Track Testing, Build and Maintain Issues Log
- Analyzed and Enabled Workflow
- Documented and Configured Security Requirements (Permission Lists and Roles)
- Provided Functional/Technical End-User Training
- Built and managed Project Plan
- Interacted and consulted with management teams

Technical Experience

- Fluid experience developing custom Employee Leave Accrual, Seniority, Step Increment, Benefits Provider and HR Contact inquiry pages. Also enhancements to Manager Self Service pagelets.
- Data Conversion using App Engine, File Layouts and Component Interface. Loading of Person, Job (including Job Earnings Distribution), Base Benefits Enrolments, General Deductions, Additional Pays, Time & Labor Status, Direct Deposit, and Canadian Payroll YTDs (to support T4s). Developed mapping & transformation strategy to support data conversion. Also included a Profile Management Excel Spreadsheet load.
- Custom Development including bolt-on Wage Increment Process, Seniority Management, Leave Accrual Summary Page, ABBR Calculation, ELIG_CONFIG Configuration. Audit Reports, Entitlement Reports, Position Management Auto-Security Role Enrollment process, workflow notification, fluid pages and many others.
- XML/BI Publisher reports through PS/Query and Application Engine including bursting supported by Security.

- Integration development including interfacing to data warehouse and SOA through Integration Broker and PeopleSoft Messaging. Flat file transfer integrations to Benefit Providers, Time Capture systems, and Finance Systems.

Areas of Knowledge

Industry Experience

Software Systems, Information Technology Consulting, Communications, Public Sector, Government, Health Care, Insurance, Airline, Petroleum & Gas, Retail, Higher Education, K-12 Education, Municipal Government, Wholesale

General

Systems Integration, Fit/Gap Facilitation, Human Resources, PeopleSoft Upgrades, Time Capture, Training, Account Management, Hotline Support, Course Development, JAD Facilitation, Test Requirements Gathering, Data Modelling, Database Design

PeopleSoft

Workforce Administration, Base Benefits, Leave Accruals, Canadian Payroll, US Payroll Employee Self Service, Manager Self Service, Position Management, Time & Labor, Payroll Interface, Profile Management, Talent Acquisition Manager, Candidate Gateway, Enterprise Learning Management

Development Tools

PeopleTools 8.57, Fluid, XML, XML Publisher, BI Publisher, Visual Basic, Microsoft Office, Microsoft Project, Visio, OrgPublisher, SQR, Crystal Reports, MS/Access, SharePoint, HTML, CSS, JavaScript

DBMS

Oracle, SQL Server, DB2, MySQL

PeopleSoft Specific

PeopleSoft 9.2, 9.1, 8.9, 8.3, 8, 7.5, 7 ... 1.02

Application Designer, PeopleCode, Application Packages, Fluid User Interface, Event Mapping, Page and Field Configurator, Pivot Grids, Application Engine, Application Messaging, Integration Broker, Component Interface, PeopleSoft Test Framework, PS/Query, nVision, Cube Manager, BI Publisher, Change Assistant, Security & Permission Lists, Portal Structure, Workflow, Approvals Workflow Engine, and Content References

Other Software

ADP (Canada/USA), LOKI, Remedy 7

Testing Tools

Mercury Quality Center, Mercury Quick Test Professional, Segue SilkPerformer, Jira, Gemini

Contact Information

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References

Available upon Request

hoskinsconsulting.com

Projects Summary

Client	Dates	Location	Type of Project / Modules	Project Role	Reference Page
Metro Vancouver	February 2019 – Present	Vancouver, BC	Production Support role including PUM upgrade, Canadian Payroll, Tax Updates, archiving initiative and Recruiting Solution Implementation	Technical Support	7
Metro Vancouver	December 2017 – January 2019	Vancouver, BC	Production Support role including support for 9.1 to 9.2 upgrade, PUM upgrade, Canadian Payroll and Tax Updates.	Technical Support	7
Saskatchewan Liquor and Gaming Authority	July 2017 – November 2017	Regina, SK	HCM 9.1 to 9.2 upgrade including Workforce Administration, Base Benefits and Payroll. Rolled out MSS and ESS.	Lead Technical Developer	7
City of Winnipeg	November 2016 – July 2017	Winnipeg, MB	PeopleSoft HR and Financials 9.1 to 9.2 upgrade including an External Candidate Gateway, HRMS, Financials and EPM instances.	Functional Coordinator Team Lead	8
South Coast British Columbia Transportation Authority	October 2015 – October 2016	New Westminster, BC	HCM 9.1 to 9.2 upgrade including Workforce Administration, Base Benefits, Recruiting, Canadian Payroll, Profile Management, and Partial Position Management	Functional, HCM Subject Matter Expert	8
Vancouver Board of Education	June 2014 – August 2015	Vancouver, BC	HCM 9.2 new implementation including Workforce Administration, Benefits Administration, Time & Labor, Canadian Payroll, Profile Management, and Partial Position Management	Technical, Lead Developer Functional Systems Analyst to support Seniority and Wage Increments processing.	9
Liquor Distribution Branch	November 2013 - June 2014	Vancouver, BC	Upgrade HCM 8.3 to 9.2 including Workforce Administration, Base Benefits, Time & Labor, and Canadian Payroll	Technical, Development Team Lead	9

Client	Dates	Location	Type of Project / Modules	Project Role	Reference Page
Vail Resorts	July 2013 – November 2013	Broomfield, CO	Support on HCM 9.1 including Workforce Administration, Base Administration, Time & Labor, and US Payroll	Functional, HCM Subject Matter Expert	10
Metro Vancouver	July 2012 – July 2013	Vancouver, BC	Upgrade HCM 8 to 9.1 including Workforce Administration, Base Benefits, Time & Labor, and Canadian Payroll	Functional, Payroll Parallel Test Coordinator	10
City of North Vancouver	October 2011 – July 2012	North Vancouver, BC	Implementation HCM 9.1 including Workforce Administration, Base Benefits, Time & Labor, Canadian Payroll	Functional, HR/Benefits/Payroll Functional Lead	11
Nexen Inc.	June 2011 – September 2011	Calgary, AB	Support on HCM 9.1 including Stock Administration and Recruiting Search	Technical, Senior Developer	11
Kal Tire	June 2010 – February 2011	Vernon, BC	Implementation HCM 9.1 including Workforce Administration, Benefits Administration, Time & Labor, and Canadian Payroll	Technical, Lead Developer	11
Telus Sourcing Solutions Inc.	June 2009 - February 2010	Victoria, BC	Support on multiple versions of HCM 8.x & 9.x including Workforce Administration, Base Benefits, Time & Labor, and Canadian Payroll	Functional, HCM Subject Matter Expert	12
Provincial Health Services Authority of BC	November 2008 - August 2009	Vancouver, BC	Custom work on HCM 8.3 including Recruitment and Workflow	Functional/Technical, Analyst Developer	13
University of British Columbia	March 2008 - October 2008	Vancouver, BC	Custom work on HCM 8.9 including Recruitment through Talent Acquisition Manager (TAM), Workflow, and Security	Functional, HCM Workflow/Security Subject Matter Expert	14
Piggly Wiggly Carolina Company	July 2007 - February 2008	Charleston, SC	Implementation on HCM 8.9 including Workforce Administration, Base Benefits, and US Payroll	Technical Team Lead to Functional HR/Benefits/Payroll Lead to Technical Team Lead	14

Client	Dates	Location	Type of Project / Modules	Project Role	Reference Page
Battelle Pacific Northwest Laboratory	June 2007 - July 2007	Richland, WA	Custom work on HCM 8.9 including Desktop Manager Configuration for eCompensation	Functional, eProfile Subject Matter Expert	15
Vancouver Coastal Health Authority	November 2006 - February 2007	Vancouver, BC	Custom work on HCM 8.3 including Staffing Modeling for Vacation Smoothing	Functional, Senior Analyst	16
Vancouver Coastal Health Authority	September 2006 - October 2006	Vancouver, BC	Custom work on HCM 8.3 including Business Process Improvements for Recruitment	Functional, Senior Analyst	16
Vancouver Coastal Health Authority	July 2006 - September 2006	Vancouver, BC	Custom work on HCM 8.3 including Recruitment	Technical, Senior Developer	16
Farm Credit Canada	January 2006 - June 2006	Regina, SK	Upgrade to HCM 8.9 including Base Benefits, (custom) Payroll Interface, Training and Development, Position Management, Workforce Administration, and Competency Management	Functional, Quality Assurance Test Lead	16
Vancouver Coastal Health Authority	January 2005 - December 2005	Vancouver, BC	Upgrade/Implementation on HCM 8.3 including Workforce Administration, Base Benefits, Time & Labor and Canadian Payroll	Functional, Quality Assurance Test Lead	17
Methanex Corporation	October 2004 - December 2004	Vancouver, BC	Custom work on HCM 8.8 including HRMS & Payroll for Trinidad & Tobago, Belgium & UK	Functional, Senior Analyst	17
Methanex Corporation	July 2004 - September 2004	Vancouver, BC	Support work on HCM 8.8 including HRMS & custom Payroll Interface Support (US and Canada)	Functional, Support Analyst	18

Client	Dates	Location	Type of Project / Modules	Project Role	Reference Page
Methanex Corporation	April 2003 - June 2004	Vancouver, BC	Upgrade HCM 7.01 to 8.8 including merging three instances (North America, Chile, and New Zealand) for Workforce Administration, Base Benefits, and custom Payroll Interface	Functional/Technical. Lead Analyst (including Security) / Development Team Lead	18
Farm Credit Canada	February 2003 - April 2003	Regina, SK	Custom work on HCM 8.3 including Payroll Interface	Functional, Project Manager / Senior Lead Analyst	19
Corporation of Delta	December 2002	Delta, BC	Custom work on HCM 8.3 including Position Management and Org Charting	Functional, Senior Analyst	19
Corporation of Delta	May 2002 - November 2002	Delta, BC	Implementation on HCM 8.3 including Base Benefits, Time & Labor, Canadian Payroll and Self Service	Functional, Senior Analyst	19
Talisman Energy Inc.	October 2001 - April 2002	Calgary, AB	Custom work on HCM 8.3 including Employee and Manager Self Service	Functional, Senior Analyst	20
Corporation of Delta	March 2001 - September 2001	Delta, BC	Implementation on HCM 8.3 including Workforce Administration and Position Management	Functional, Project Manager / Senior Analyst	20

Consulting Project Details

Metro Vancouver: December 2017 – present (Vancouver, BC)

Production Support for Canadian Payroll, Time and Labor, Workforce Administration, Health and Safety, and multiple interfaces

- Designed and implemented Help Desk notification process when changes occurred to an employee r consultant end of employment happened on Job History. This also notified when a name change resulted in the generation (provisioning) of a new user id.
- Proof of concept plan to convert custom classic to fluid pages.
- Implemented Mass Self Service Advice generator to be able to create PDF of multiple advices (i.e. ability to 'print' 7 years of pay advices).
- Implemented enhancements to Directors Pay Statement to include meeting attended for the pay period.
- Developed and implemented functionality so Payroll could initiate database back-up (only once per day) to streamline Pay Confirm process.
- Supported move of application to Metro Cloud. Metro Cloud is private cloud solution to support external employee access and Candidate Gateway.
- Implemented Tax Updates throughout the year which included re-applying customizations to delivered objects, SQRs and COBOL. This included modifications to the T4 Notification process.
- Ongoing ticket management and issue resolution.

Production Support for Canadian Payroll, Time and Labor, Workforce Administration, Health and Safety, and multiple interfaces

- Implemented improvements to UNIT4 (Chart of Accounts) and EAM integrations (Person and Booked Time)
- Configured and implemented Directors POI to support onboarding of elected officials.
- Designed, built and implemented Health and Safety Time-based training notification process.
- Supplemented PeopleSoft 9.2 Upgrade including re-apply customizations as well as branding environments.
- Built prototype Fleet Service (Excel VB)
- Updates to Driver License monitor and notification.
- Implemented Tax Updates throughout the year which included re-applying customizations to delivered objects, SQRs and COBOL.
- Ticket management and issue resolution. Queue was over 150 tickets reduced to under 75 tickets in 6 months

Saskatchewan Liquor and Gaming Authority: July 2017 – November 2017 (Regina, SK)

Technical team lead responsible for re-implementing customizations for an HCM PeopleSoft 9.1 to 9.2 Upgrade. Team included two other developers

- Designed and developed Account Activation / Password Reset functionality for Employee Self Service. Employees could unlock their accounts or reset password.
- Designed and developed Accrual Balances tile and supporting fluid page to display Leave Accrual balances to employees.
- Designed and developed custom Leave Accrual process that enabled the removal of COBOL customizations. This also included a mass submission process to submit all the Leave Accruals at one time.
- Designed and developed fluid Benefits Provider contact page and fluid Benefits Contacts page that were incorporated in the Benefits tile for ESS.
- Designed and developed Operator automation process to create new operator ids for new hires and lock new terminations accounts. Process also sync'd Email Address between PSOPRDEFN and the Email Address.
- Designed and developed Expiry Notification process and Nightly Integrity check process to email notifications to employees and functional users.

City of Winnipeg: November 2016–July 2017 (Winnipeg, MB)

Functional Team Lead for Financials and HCM PeopleSoft Upgrade from 9.1 to 9.2. Environment included four production instances to support External Recruiting, HCM, Financials and EPM. All four environments implemented fluid user interface.

- Managed team of seventeen functional staff, nine financial coordinators and eight HR coordinators
- Coordinated testing efforts and managed to the test plan including regression, functional, interface testing. Built Final Cycle test plan and UAT schedule.
- Managed the issues log on Atlassian Jira Cloud. Tuned workflows and email triggers. Supported PM with issue reporting and tracking.
- Chaired weekly status meetings. Participated in Working Committee Meetings. Maintained weekly status reports for each team to project management.

South Coast British Columbia Transportation Authority (TransLink): October 2015–October 2016 (New Westminster, BC)

Provide consulting to the management team for functional direction and support in building out implementation plan for a 9.1 to 9.2 Technical upgrade.

- Reviewed and documented current Workflows. Performed Recruitment (GC/TAM) Fit/Gap, and wrote up testing strategy. Documented initial Testing Requirements for Recruitment. Met with management teams to review business requirements.
- Reviewed customizations and analyzed need to keep them as part of the upgrade or if new functionality could replace.
- Analysis on replacing search customizations with new custom search attributes and new facets to the Oracle Secure Enterprise Search for Job Data and Applicant searches
- Branded different environments (classic mode) and helped build environments refresh script.
- Fluid development to build temporary Benefit functionality as well as additional tiles.

Vancouver Board of Education: June 2014–August 2015 (Vancouver, BC)

Senior Developer for a pilot project on a multi-tenant PeopleSoft HCM 9.2 HR, Ben Admin, Canadian Payroll, and Time & Labor implementation. Project was for a single-tenant.

- Developed Data Conversion process to load client data from Star Garden data extracts into PeopleSoft HCM using Component Interfaces. This included a pre-edit and transform process to prepare eliminate load errors. Designed for re-usability for future implementations. Converted demographic, current job (including job earnings distribution, multi-components of pay and multi-job), Additional Pays, General Deductions, Benefit Enrollments, Direct Deposit, Time & Labor Status, and Payroll Balances for T4s.
- Developed customized Wage Increment process which included a Set Up page, Auto-enrollment process, Employee Review page (including Adjustments), Accrual process, Wage Increment Qualification process, Wage Increment Review page and Load Step Increase process.
- Developed customized Seniority process which included a Set Up page, Auto-enrollment process, Employee Review page (and Adjustment page), Accrual process, and Seniority Date Update Process. Included several Queries to support Seniority Reports as well as a BI Publisher report to break on location. Report supported bursting distribution to each school/
- Developed XML/BI Publisher Letter of Employment for Self Service and batch submission. The letter included a listing of all jobs and appropriate salaries
- Developed JPM Profile Management process to create Person Profiles with data loaded and updated from a spreadsheet. Spreadsheet was uploaded from client machine to process scheduler local drive. Spreadsheet included multiple Worksheets related to Category Types for updating.
- Designed and developed Leave Accrual Summary page (to replace delivered) that included details to show how much accrued/taken/adjusted each accrual period. Accrual balance was displayed in dollars or hours depending on how it was supposed to display.
- Designed and developed ability to enable/disable each Benefit Administration ELIF CONFIG field based on BAS GROUP ID. This included valid values and labels for each of the ELIF CONFIG field, if required.
- Designed and developed ABBR process to calculate specific custom values for the Annual Base Benefits Rate to aid with Benefits Calculations and Letter of Employment Total Salary.

Liquor Distribution of British Columbia: November 2013–June 2014 (Vancouver, BC)

Development Lead for PeopleSoft HCM 8.3 to 9.2 Upgrade project.

- Responsible for reviewing 8.3 customizations and identifying areas of change due to the upgrade.
- Responsible for defining and writing new technical specifications for fixes, modifications, and functionality.
- Managed Development Project Plan.
- Responsible for the PeopleSoft design and development of integration from PeopleSoft HCM to LDB data warehouse including Employee Jobs, Job Codes, Departments, Time Reporting Codes, Reported Time and Payable Time.
- Responsible for the PeopleSoft design and development of integration from PeopleSoft HCM through LDB SOA backbone. This included new Integration Broker Messages and triggers to identify

when data was added, changed or deleted. A prototype message was developed using transformational framework to validate concepts.

- Designed SharePoint site to track development and manage migrations which included over 320 objects (Pages, Components, SQRs, App Engines, etc.) and 750 Queries.

Vail Resorts: July 2013 – November 2013 (Broomfield, CO)

Provided functional HR, Benefits, Time & Labor, and US Payroll expertise to support the HRIS IT Team.

- Responsible for defining and writing specifications and requirements for fixes, modifications, and new functionality.
- Responsible for designing and executing System Integration test fixes, modifications, and new functionality.
- Coordinated User Acceptance testing and related production sign-offs for fixes, modifications, and new functionality.
- Fixes, modifications, and new functionality related to Open Enrolment, Benefit Vendor Interfaces, Overtime Rule Changes, Earliest Change Date, new Career Stages, automated Benefit Terminations, Environment Database display and custom User Application Requests.
- Helped plan and test change of Pay Cycles Begin and End Dates

Metro Vancouver: July 2012 – July 2013 (Vancouver, BC)

Contracted to provide Canadian Payroll Subject Matter expertise for a PeopleSoft HCM 8 to 9.1 upgrade.

- Responsible for the planning and execution of the Parallel testing of Canadian Payroll. This included a sample set execution run and two full cycles. After analysis it was decided to modify the approach and re-run a third full cycle.
- Built a Time Load App Engine to load Version 8 Time and Labor reported time data into matching Version 9.1 Reported Time table.
- Designed and built a Version 8 to Version 9.1 payroll element comparison utility to quickly analyze the output of matching pay runs.
- Designed and built Work Group, Task Group and Task Profile Id Validation routine that runs nightly emailing Payroll staff when data is out of sync.
- Designed and built Leave Accrual page to summarize leave records displaying current rows only. Functionality allowed changing date to look through snapshot historical leave data.
- Proposed and designed custom help system to support both Self Service users and Functional users.
- Documented to-be businesses processes and new business processes to support Version 9.1.
- Built a Security Matrix report for Version 8 and Version 9.1. Provided security expertise to support user role conversion including building Dynamic Role. This was used to define Operator Ids and Roles which was used to initially load User Roles.
- Designed and built Position Security Definition functionality to be able to define HCM (and Financials) Roles and Permission List by Position as a first step to automating ID provisioning.
- Designed and built a Benefits Eligibility Edit Report including supporting Benefits Eligibility Rules Definitions tables.

- Provided Security Support including conversion defaults for PeopleSoft Profile Permissions. Took over prior to go-live support of last minute updates to Operator access in system
- Designed and developed Position Security system that included Profile, Role and Routing by position.
- Designed and developed an automated process to Create New Operators, Reactivate Locked Operators, Lock Terminated Operators and handle Id Name Changes. This incorporated the Position Security work to auto assign roles as part of night batch job.
- Provided Time & Labor Dynamic Group support and maintenance

City of North Vancouver.: October 2011– July 2012 (North Vancouver, BC)

Provided HR, Benefits, Canadian Payroll and Time & Labor subject matter expertise for a new 9.1 HCM implementation.

- Conducted Fit/Gap and Configuration meetings leading team through setup options.
- HCM/Benefits/Payroll Configuration including all base tables utilizing multiple Business Units and multiple Table Set Ids
- Benefits setup and knowledge transfer to client HR group.

Provided technical expertise for integrations and customizations.

- Designed mapping integration for time loads from Hansen and TeleStaff into PeopleSoft Time & Labor. This also enabled load of test data into Pay Sheets and into Time & Labor for testing purposes.
- Reverse engineered load of Benefits, General Deductions and Additional Pays for data conversion from CYBORG to PeopleSoft.
- Designed security access, roles, and permission lists to support HR, Payroll, Timekeepers, and limited Employee Self Service.
- Designed and built Leave Accrual page to summarize leave records displaying current rows only. Functionality allowed changing date to look through snapshot historical leave data.
- Developed custom Leave Accrual process to handle standard and unique business requirements including moving un-used Vacation to a Deferred Vacation plan and a 4-month Gratuity Plan.

Nexen Inc.: June 2011– September 2011 (Calgary, AB)

Provided technical support for HCM 9.1 implementation working Remedy tickets as assigned.

- Fixes applied to custom Stock Administration reports
- Re-write of Recruiting Search Firm customized bolt-on application.
- Resolved invalid Name Suffixes getting into the system through resume scanning/upload.
- Tech Lead Implementer of Resume Mirror Search functionality (Talent Tech)

Kal Tire: June 2010– February 2011 (Vernon, BC)

Provided technical lead experience for conversion, customizations and integration of a new PeopleSoft HCM 9.1 including HR, Benefits Administration, Time & Labor and Canadian Payroll.

- Supported HR/Benefit Admin and Time & Labor/Payroll Subject Matter Experts with configuration and business process mapping during Fit/Gap sessions.
- Developed conversion strategy and developed conversion programs to convert the data from ADP Pay@Work and People@Work into staging tables in the PeopleSoft environment. This included standard data to support HCM, Payroll and Benefits but included Certifications, Drivers Licensing, and Dependent/Beneficiaries.
- Designed and developed Vacation Accrual customization to manage balance in a current dollar amount. This included accruing Vacation on amount only related earnings. The Vacation Accrual amount was also adjusted when a Pay Rate change occurred.
- Designed and Developed load to PSHUP table to calculate the Pay out of Overtime earned on Vacation.
- Developed solution to add Manager/Employee Self-Service custom help without a customization. Each page was able to support custom html help and video help.
- Designed and developed Staff Account integration between HCM and PeopleSoft Accounts Receivables to support minimum payment calculation. A customization to MSS Termination and Worklist Termination allowing a manager to determine how much to recover of the employee's final pay. This also included a Query to extract pay details related to Staff Account deductions to load into the receivables payment worksheet. This in
- Designed and developed messaging to Active Directories to support new Hires, re-hires, job changes, terminations, and name and address changes that are maintained in Active Directory.
- Designed and developed integration to Kal Tire's Learning Management System to support new Hires, re-hires, job changes, terminations, name, and certifications.
- Designed and developed integration to Pacific Blue Cross using their eBusiness Client Gateway. This included an MSP changes report developed using XML Publisher.
- Automated mass submission of executing Leave Accrual process.
- Designed and developed automation to keep LIFE and LTD Annual Benefits Base Rate up-to-date. LTD used a complicated formula to determine annual amount for calculation so this customization included supporting base tables. The LIFE ABBR was the higher of Annual Rate or Taxable Gross from Year End T4/RL-1 processing.
- Report development of Insurance Report, Payroll Summary (GL), Profit Sharing Reports, Cheque Signing Report, Employee Counts, multiple Queries, including incorporating XML Publisher.

Telus Sourcing Solutions Inc.: June 2009 – February 2010 (Victoria, BC)

Contracted to coordinate the functional and user acceptance testing of a process reengineering project. Project included fifteen initiatives to improve the client support activities and to provide performance improvements in their processes.

The testing included four clients, on four different versions of HCM and PeopleTools, and twelve test environments.

- Documented Testing Strategy, Standards, test inventory templates and detailed test script templates.

- Built Testing Plan including both functional testing, user acceptance and user sign-off milestones for four clients.
- Collaborate on the workflow testing criteria and set-up to ensure proper flow between departments (separation of duties)
- Reviewed and approved test inventories and scripts

Also provided some Business Analysis functional support as well as technical direction when required. As the project progressed there were development tasks that needed to be completed and Phil was asked to step in and help build the deliverables. This included:

- Business process reengineering for time collection resulting in design and development of a Rapid Timesheet Data Entry for multiple employee time data entry. This loaded the PeopleSoft delivered Time Sheet pages. Used Component Interface as part of development.
- Developed Pension Enrollment Query
- Designed On-boarding control page where based on Employee Id or National Id identification, the page would route to custom Hire page, custom Rehire/Recall page, or custom Additional Job page.
- Designed and developed Rapid Payline Data Entry page to enable Payroll techs to enter the pay lines for multiple employees from a single page to speed up data entry. Used Component Interface as part of development.

Provincial Health Services Authority of BC: November 2008 – August 2009 (Vancouver, BC)

Provided technical assistance for a custom Manager transactional Self Service eForms module. The system included Job Requisitions, Additional Pay Requests, Data Change Requests, Unpaid Leave Requests and Termination Requests.

While the project was mainly technical in nature, functional analysis, business process re-engineering and requirements gathering was integral in delivering the user functionality.

- Designed and built a Vacancy Query that was launched PS/Query from an online application page that masked Query Manager.
- Designed and built a Posting File Labels query that was launched PS/Query an online application page that masked Query Manager.
- Designed and built custom workflow emails to notify Managers of upcoming Returns from Leave. Acted as a bring-forward to remind them to extend the leave or complete the return to work.
- Designed and built custom workflow emails to notify Managers of upcoming Temporary Assignment End Dates. Acted as a bring-forward to remind them to extend the temporary assignment or complete the employee termination.
- Designed and build a Difficult to Fill SQR Report reporting on job requisitions older than 90 days for the quarter. Process launched from page and emailed result to user (no Process Scheduler interface). The process also included a PS/Query to provide details of report.
- Designed and developed Employee Package online tracking page to update sent and returned dates of employment packages sent to successful candidates
- Designed and developed Letter Generation process that included offer letter templates maintained in PeopleSoft. Application Engine generated error log and merge data file to Word including labels.

- Resolved issues for Additional Pay Requests, Data Change Requests, Unpaid Leave Requests, and Termination Requests including re-designing the Security implementation. Included updated to Additional Pay, Hire and Job panels through Component Interfaces.
- Designed and developed conversion of data from old posting system to new system utilizing an Application Engine and included a Conversion Log and Problem Log.
- Developed integration to PeopleSoft tables from the eForms using Component Interface including links to New Hire, Concurrent Hire, Job Update, Position Data, Visa Information, License Information, Additional Pay, General Deductions and the Benefit Plans.
- Provided production support of the eForms project after go live.

The University of British Columbia: March 2008 – October 2008 (Vancouver, BC)

Contracted to provide workflow and security expertise to support UBC's Hiring and Appointment Recruiting Project using PeopleSoft Talent Acquisition Management (TAM) and Candidate Gateway (CG) of HRMS 8.9.

- Documented specifications for workflow requirements including customized Approval process and configured email templates
- Documented specifications for security requirements including permission lists and roles. Configured permission lists and roles for recruiting functionality
- Documented test cases for the functional recruitment requirements to support both internal and external applicants

Provided Test Team Lead/ Coordinator experience organizing System Integration and User Acceptance test phases for the Recruitment project.

- Gathered requirements and documented new functional requirements of adding a new Business Title field to the Job record. This included identifying and documenting conversion and programming changes
- Gathered requirements and documented On-Boarding functional requirements. This functionality is required to replace PeopleSoft delivered Checklist functionality
- Gathered test case requirements and documented to hand over to test team for execution.

Piggly Wiggly Carolina Company: July 2007 – February 2008 (Charleston, SC)

Provided Technical leadership role for client on an HRMS/US Payroll 8.9 implementation. This included managing a team of four off-shore resources and one on-site resource.

- Technical Lead managing offshore development resources for client customizations. This included designing a benefit import process, an employee data extract for time system and a Random Drug testing process. Offshore resources were responsible for code development.
- Developed SQL to randomly select a set of employees from a larger group to support random drug testing.
- Developed SQL to calculate year's difference between two dates (SQL Server function doesn't do this as one would expect).
- Wrote conversion program (SQR) for non-demographic or job related information including Federal Tax Data, State Tax Data, Garnishments, Loan Data, General Deductions, Leave Balances, Direct Deposit amounts and Finance Vendors.
- Wrote conversion data validation tests to validate quality of converted data

- Wrote Post Go-Live conversion scripts to update production data that was not loaded properly via the conversion process
- Developed functionality to capture unique Whole Life type plans that employees could add coverage to over time.
- Developed Financial Interface process that included General Ledger, Benefit Vendor Accounts Payable, Garnishments, and Retail Stores Profit and Loss statements.
- Developed custom interface to Benefits provider.
- Developed custom Leave Accrual process.
- Developed custom Loan Interest application to load into pay sheets.

Provided HRMS, US Payroll and Benefits Functional Lead subject matter expertise. This included some Fit/Gap and Business Process re-engineering sessions to gather requirements.

- Corrected Set Id and Table Set Id Controls setup to support clients desired implementation
- Validated, corrected and added companies and pay groups to support 135 companies.
- (re)Configured many of the other HRMS, Payroll and Benefit set up tables including
 - Earnings and Earnings Program to support payroll process
 - Deductions and Company General Deductions to support payroll process
 - Benefit Programs, related Benefit Plans and deductions to support benefit enrollments
 - Redesigned Job Codes from original implementation direction
- Gathered requirements and designed Financial Interface process that included General Ledger, Benefit Vendor Accounts Payable, Garnishments, and Retail Stores Profit and Loss statements.
- Gathered requirements and designed custom Leave Accrual process.
- Gathered requirements and designed custom Loan Interest application to load into pay sheets.
- Aided in the requirements gathering and design of the Time Load process into Pay Sheets. Time was collected from a home grown system and mapped into the pay lines.
- Gathered requirements and designed extension to base benefit to support Whole Life and Critical Illness Benefits type benefits.
- Gathered requirements to design and document process to integrate between PeopleSoft and Benefit Focus. This system was used by employees to enroll in eligible benefits.
- Defined Establishments for EEO-1 Reporting requirements.
- Provided ongoing Payroll support during configuration testing and parallel testing.

Battelle Pacific Northwest Laboratory: June 2007 – July 2007 (Richland, WA)

Provided subject matter expertise for eProfile Desktop Manager and eCompensation Desktop Manager in preparation for an HRMS Committee review of the functionality.

- Included analysis of different approval options and evaluation of various navigation user interfaces to include in presentation
- Setup of PeopleSoft Portal to include work list integration from HRMS and Financials for the presentation.
- Developed and implemented Active Positions Query that was incorporated into the PeopleSoft Portal as content.
- Documented, developed and tested PNNL data specific Manager Salary Group Change scenario

- Modified Manager Ad Hoc Salary Change functionality to include Action Reason for change.
- Performed fit/gap analysis, gathered requirements, developed and implemented Manager Approval Reassignment functionality to be able to re-assign awaiting Manager Desktop approvals as a housekeeping tool. This included audit capabilities.

Vancouver Coastal Health Authority: November 2006–February 2007 (Vancouver, BC)

Provided functional and technical expertise to gather requirement, design, develop and build data extracts to support a Staffing Modeling process for vacation smoothing.

- Gathered requirements, created Functional and Technical specifications. The functionality involved analyzing the Overtime, Sick, Vacation and Regular hours worked. The source was Punched Time data from PeopleSoft's Time and Labor.
- Built and tested Application Engine to support requirements. It included rescheduling itself on a biweekly basis as well as FTPing the output file to a reporting server to be loaded into a Cognos cube.
- Created User documentation and trained users on how to run functionality.

Vancouver Coastal Health Authority: September 2006–October 2006 (Vancouver, BC)

Provided functional and technical expertise to support the Employee Engagement group.

- Participated in a Records & Benefits Business Process Review and provided PeopleSoft best practices expertise and PeopleSoft technical options to solve manual workarounds and generally take advantage of PeopleSoft application.
- Gather requirements and documented functional specifications for a process to automatically open job requisitions for external posting. It included emails to managers, manager delegates, recruiters, and advisors.
- Developed process to automatically open job requisitions for external posting.

Vancouver Coastal Health Authority: July 2006–September 2006 (Vancouver, BC)

Provided technical/developer expertise to implement Change Requests for custom PeopleSoft recruiting application.

- Developed code to support twelve change requests for custom built recruiting application. This included online and SQR changes.
- Organized user testing of change requests. Completed required documentation to support move to production.

Farm Credit Canada: January 2006–June 2006 (Regina, SK)

Provided Quality Assurance expertise and leadership for PeopleSoft HRMS 8.9 upgrade project. Managed a test team size of two people.

- Developed comprehensive User and System Test Plan to validate PeopleSoft functionality as related to FCC business processes. This included detailed test cases for customizations.
- Built automated test scripts using Mercury QuickTest Professional including verification that batch processes completed successful
- Managed and executed System Testing cycle. This was a team of three HR Business Analysts.

- Managed User Acceptance Test cycle including team of twelve users. Users were functional experts in the various applications, including Canadian Payroll Interface (custom), Training and Development, Position Management, Workforce Administration, and Competency Management.
- Provided 8.9 PeopleSoft functional and technical support including the development of data conversion/migration scripts.

Vancouver Coastal Health Authority: January 2005 – December 2005 (Vancouver, BC)

Provided PeopleSoft HRMS, Canadian Payroll and Time & Labor expertise for upgrade and new implementation.

- Designed and built a Time Capture Interface (PeopleSoft push). This included workflow emails to notify users of changes in data related to nine different time capture databases.
- Organized and managed Test Cycles for Time Capture, Time Load, and Payroll testing for Loki Upgrade. This involved managing groups of 6-12 users.
- Provided HR and Canadian Payroll subject matter expertise for five separate site implementations. Go lives were staggered over six months. This included leading three separate teams through the testing to go-live.
- Provided functional and technical assistance for a custom built Employee Engagement eRecruit module.
- Managed Test Cycles for the implementation for four hospital sites. This included unit testing, system/integration testing, data conversion testing and parallel testing
- Provided functional support to review HR, Time & Labor, and Canadian Payroll processes.
- Provided technical analysis of converted data to help with data validations.
- Provided development and support of data quality assurance Queries as well as ongoing general Queries.
- Provided technical support and development of an Access Issues database.
- Dialoged with LOKI Time capture provider to enhance current Staff Refresh interface process. This included coordinating test plans to test vendor delivered functionality.
- Developed online performance test scripts for use with SilkPerformer. Helped with the analysis of the results and contributed to final report.

Methanex Corporation: October 2004 – December 2004 (Vancouver, BC)

Provided Lead Technical and Development expertise for the Trinidad HRMS and Payroll Extension Project.

- Fit/Gap analysis and Scope document development to support the project.
- Analysis and development of requirements to support Trinidad Power Pay payroll application.
- Analysis and development of requirements to support Belgium Magistral/Securex payroll application.
- Analysis and development of report requirements to support external payroll provider for UK employees.
- Provided SQL expertise for Training Calendar ASP development.
- Payroll setup to support Trinidad, Belgium and the UK including both exporting payroll data and importing pay detail information. Pay detail information supports GL Interface to PeopleSoft Financials. This included some modification to the previous developed custom payroll interface.

Methanex Corporation: July 2004 – September 2004 (Vancouver, BC)

Provided on-going global support for the recent HRMS and Payroll implementation.

- Provided expertise and guidance in developing Global Corporate Business Processes.
- Provided response to user ad-hoc Query requirements.
- Provided on-going support for the US and Canadian Payrolls. This included support for the standard HRMS product.
- Designed and implemented Belgium and UK benefit programs using standard PeopleSoft Benefits to support the European roll-out.
- Re-designed several reports including a Benefits Statement and Month-end Benefits Provider Reports.
- Designed and developed several payroll interface SQR Reports to document the interface definitions.
- Participated in planning sessions for next phase initiatives.

Methanex Corporation: April 2003 – June 2004 (Vancouver, BC)

Provided Lead Technical and Development design for a PeopleSoft Upgrade/Re-implementation Project from HRMS 7.01 to HRMS 8.8. The project merged three separate regional PeopleSoft HR systems into one single global version. The re-implementation included support for eleven countries.

- Designed overall conversion strategy, including the specifications definition and documentation templates.
- Designed overall Payroll Interface strategy to include support for a global rollout. Designed the specifications for integration to ADP/Canada (Images) and ADP/USA (PCPW). This included a Changes Report that detailed payroll changes for the pay period, including benefit changes and how they map to outside payroll application. The interface utilized webMethods as the integration broker.
- Designed and developed integration to the PeopleSoft Financials systems to support General Ledger and currency exchange rates to support multi-currency.
- Designed and developed customizations including additional country support, Chile specific customizations (Military Service and National ID Validation), auto-generation of various key fields to include a country identifier and a sequence number.
- Designed initial Security Strategy and managed implementation of its roll out to approximately 200+ users.
- Development Team lead for a team of 12. This included resources in Belgium, Chile, New Zealand, Canada and the United States.
- Provided overall guidance on re-design of Version 7 custom development so that functionality could be used in a global fashion. This included vacation accruals, health expenses and manager and employee self-service.
- Managed the migration process between Development, Test and Production. The Test and Production environments included Oracle's Multi-Master Replication.

Farm Credit Canada: February 2003 – April 2003 (Regina, SK)

Provided Project Management and lead analyst role for a custom PeopleSoft Canadian Payroll Interface to ADP PaySpecialist™ implementation. Farm Credit Canada uses the English and Canadian French functionality in PeopleSoft.

- Build initial project plan and scope document.
- Design all program specifications to transfer data between PeopleSoft and PaySpecialist™.
 - Including Employee information, Additional Pays and some General Deductions (both one-time and permanent earnings and deductions).
 - Including pay data back into the HR system to interface with PeopleSoft General Ledger and the Morneau Sobeco, a third party Benefits Administration provider, benefits feed.
 - Including Payroll inquiry pages (mainly in preparation for Self-Service pay advice inquiry)
- Documented Business Processes, Setup Guides and User to support the PeopleSoft/ADP integration.

Corporation of Delta: December 2002 (Delta, BC)

Provided Business Process review, HRMS support, data quality review, and Position Management and Org Charting proposal.

- Documented current HRMS Business Practices including recommendation to incorporate additional PeopleSoft functionality.
- Built and demonstrated OrgPublisher's integration with PeopleSoft's Position Management to support Organizational Charting functionality.
- Designed and built workflow notification process to ensure HR data quality. The process looked for potential data problems and emailed HR with findings nightly.
- Designed and built workflow notification process to perform common payroll conditions such as New Hire, Terminations, Pay changes, Retro pay changes including hours affected allowing Payroll to focus on specific changes only when they occurred.
- Designed and built workflow notification process to email Managers with staff change confirmations such as pay rate changes, new hires, terminations, and transfer.
- Converted historical Absence History, Training, Certification, and Education information to PeopleSoft.

Corporation of Delta: May 2002 - November 2002 (Delta, BC)

Provided Self Service, Benefit, Canadian Payroll and Time & Labor expertise supporting their PeopleSoft 8.3 implementation.

- Designed and developed Union Seniority and Step increments for Part-time and Auxiliary staff. This included setting up additional job functionality and hours tracking.
- Define new roles and permission lists for Self Service Time reporting, Timekeepers and new functionality access. This included Time and Labor group definitions.
- Defined and performed Configuration, System, Integration and Parallel Testing for Benefits, Canadian Payroll and Time & Labor for Police & Union employee rollout.
- Designed new Timesheet (report) and Time Summary and Detail reports (to help with Approvals) for use with Time Entry.
- Authored Time and Labor User and Training Guide. Performed end-user training.

- Defined, implemented and tested the Benefit Programs for the Fire employees, Police employees and Union employees.
- Defined specifications for Benefits Eligibility enrollments process.
- Developed HRMS/Maximo integration for employee and Job Code information.
- Defined specifications for Absenteeism Reporting, Sick Bank Reporting, Quarterly Sick Leave Usage Analysis, Gratuity Leave Granting, and Grade Increments (vs. Step Increments).
- Developed Head Count monthly reporting process accounting positions, vacancies, over allocations, regular full-time, temporaries, part-timers, and auxiliaries.
- Developed Annual Salary Budgeting module incorporating step increases and annual increases.
- Planned self-service implementation for employee Time Entry and Manager Approvals including developing new Data Permission Lists and Roles.

Talisman Energy Inc.: October 2001 - April 2002 (Calgary, AB)

Provided Subject Matter Expertise for a Canadian based, international, oil & gas company implementing PeopleSoft 8 Self Service applications:

- Prepared documentation and led Fit/Gap sessions for Self Service functionality including eProfile, ePay, and eBenefits.
- Lead the Self Service implementation including rolling out Employee Self Service early. Responsible for building the project plan and managing to the plan.
- Developed and delivered Query functionality to Managers without the requirement to navigate to PeopleTools Query.
- Modified and developed new workflows for New Hire, Termination and Temporary Assignment Terminations.
- Used Upgrade Manager to migrate objects to the various environments and production.

Corporation of Delta: March 2001 – September 2001 (Delta, BC)

Managed the PeopleSoft 8 HRMS implementation:

- Provided Project Management for a 1,300 employee HRMS implementation
- Provided support and review for initial project plan. Planned and implemented base tables as well as mapped data for conversion.
- Implemented Base HRMS, Base Benefits, and Position Management for three unions and one non-union. Responsible for establishing Security and Permission lists.
- Developed end-user documentation and training materials. Delivered end-user training.

Employment History

PeopleSoft, Inc.: March 1996–December 2001 (Pleasanton, CA)

Supported PeopleSoft software partners and suppliers with their PeopleSoft integration efforts:

- Managed the integration projects between PeopleSoft suppliers and the eBenefits and ePay Collaborative applications including Authoria, SuccessFactors, eBenx, GeoAccess, and Discounts and Perks. Multiple integrations were occurring concurrently; coordinated the effort between the PeopleSoft and Suppliers development teams. This included evaluating many suppliers and determining feasibility and appropriateness of integrations.
- As part of the Partner Integration Team or PIT Crew, supported, consulted and trained third-party software partners that wished to integrate their products into the PeopleSoft application. This included defining test requirements to achieve certification for each partner. He was also involved in “build, buy or partner” decisions when evaluating partnerships with PeopleSoft.
- Presented at PeopleSoft 2000 User Conference on Integrations and the Partner Integration Team.
- Specialized in integrations with PeopleSoft’s OLAP and reporting partners including COGNOS, Business Objects, SQRIbe, Information Builders, and Crystal Reports. He was responsible for the HRMS, Time & Labor, Payroll and Student partner integrations. He coordinated the ADP Europe integrations.
- Designed the original PeopleSoft University’s Systems and Integration course, which is an overview of the various integration techniques available with PeopleSoft applications, as well as packaging instructions. The course includes a guidebook, PowerPoint presentations and many sample programs.
- Helped to establish the PIT Crew programs currently in use at PeopleSoft. Created Lotus Notes forms and views to track the various integrations from idea to certification. Responsible for overall management of the Alliance’s Notes databases.

Customer Service

PeopleSoft Canada, Inc.: September 1991–February 1996

Worked for five years in a variety of PeopleSoft customer service roles:

- Managed the relationship side of the business as an account manager, in addition to technical training, consulting and hotline support.
- Managed a group of Account Managers in Western Canada and helped define requirements for Canadian Production Account Support.
- Performed upgrades for several customers. One of these upgrades was featured in the PeopleTalk magazine.
- Performed technical training (PeopleTools I, PeopleTools II, PeopleCode, SQR) and helped develop the compressed training for consultants.
- Organized original Regional Users Group for Western Canada.

Other Consulting and Work Related Experience

Sierra Consultants Ltd.: January 1983–August 1991

- Provided data modeling, database design quality assurance, and development support for a large power company, one of the first PeopleSoft implementations. This included extending the delivered Health and Safety module. This work was incorporated into the standard PeopleSoft functionality.
- Performed analytical and development role for a Materials Management project for a Telecommunications company. This included inventory management and supply ordering and replenishment.
- Participated in several Joint Application Design (JAD) sessions, both as a participant and a facilitator for a community college.
- Worked on the implementation of a new Claims Management System project at Medical Services Plan of BC. He was the Lead Analyst and Programmer.
- Provided DB2 and IMS database design and development expertise for the re-implementation of power company's financial applications. Performed IMS maintenance work while the project was being redesigned for relational technology.
- Assisted in a financial institutions conversion project from an old IBM mainframe operating system to an IBM MVS environment. Acted as lead technical architect and conversion programmer.
- Led the programming team for a service path inventory projects at a major BC telecommunications company.

Pacific Western Airlines.: August 1981 – December 1983

- Lead developer for an airline maintenance, problem tracking and reporting (Snags) and materials management implementation and production support. Included inventory control system, scheduled maintenance of aircraft and aircraft components, and supply ordering.

Systron Projects Consulting Ltd.: April 1981 – July 1981

- Assisted in converting the Motor Vehicle Branch drivers' license system from Honeywell to IBM hardware. Built online and batch reporting programs.

Insurance Corporation of British Columbia: June 1979 – March 1981

- Provided database administrator support to the various production systems and development projects.
- Performed release testing for in-house developed application upgrades. Developed several testing and migrations tools to support those activities.