North American Payroll Upgrade Testing Strategies

Testing and validating upgraded configuration of PeopleSoft NA Payroll

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About Emerging Solutions

Founded in 1997 as a PeopleSoft Consulting Firm

Headquartered in Chicago

- Office in Minneapolis, MN
- Fortune 500 and mid-market companies in the Midwest an beyond.

Oracle/PeopleSoft Certified Alliance Partner

- Emerging Solutions is a Certified Advantage Partner with Oracle, Focusing on PeopleSoft Enterprise, Hyperion, Oracle EBS and other Edge applications including Oracle Transportation Management and Demantra.

Who am I?

- Julie Larson – Sr. Practice Manager with ES
- 11+ years PeopleSoft experience

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Planning your Upgrade Testing

- Design and Document your test plan to include the following:

    - Scope
        - Processes and Population to be tested (trimming routine?)
    - Resources
        - Who needs to be involved during each test phase & what % of their time
    - Timeline
        - Determine dates/length of each testing phase

Planning, continued

- Design and Document your test plan to include the following:

    - Environments
        - How many will you need, timing, and migration path
    - Assumptions
        - Cleary state all testing assumptions
    - Sign Off Criteria
        - Document acceptable results and which steps require sign-off by core users

Execution

- The following steps will ensure successful testing

    - Perform a review of the critical *Business Processes* with the *Subject Matter Experts (update documentation?)*
    - Identify any *new features or functionality* being implemented with the upgrade
        - Review the business processes that pertain to the new functionality to ensure proper testing during all test phases

Critical Payroll Testing Phases

- The 3 phases of testing we will discuss are:
  1. System Testing – this test includes the upgrade team members running the processes using customer data to ensure pages load , processes run and logical results occur
  2. User Acceptance Testing – specific to customer business processes and should include subject matter experts that have a high level of knowledge of the business processes and expected results
  3. Parallel Testing – this is the most detailed test and requires a mirror of all production processes

Testing Validation

- SYSTEM TEST

    - The objective of the System Test is to verify that all processes run successfully in the new upgraded environment. Results will not be exact, but variances should be acceptable and documented.

System Test Validation

The following processes should be run and compared to Production Data (these will not be exact but should be comparable with logical results)

PaySheet Creation

- Payroll Calculation
- Payroll Summary Reports
- Payroll Confirmation
- Create Direct Deposit and Checks
- All Post Confirm processes currently run in the Production

USER ACCEPTANCE TEST

In addition to the processes tested during the System Test, integration points should be tested as well as interfaces.

This includes:

- HR, Benefits, and Payroll Data Entry
- Run inbound interfaces to verify they run to success and PS records were updated correctly
- Run all Payroll Processes through Confirmation, validating the results of each process
- Run all outbound interfaces and verify they run to success and validate with third party vendors that the information was received and can be processed

Parallel Test

The objective of the Parallel Test is to balance totals between the upgraded environment and Production.

- All data entry and processes run in the production environment must be tested to ensure a seamless go live.

- Parallel testing should involve at least 2 consecutive payroll cycles, and include payroll calculations that run on a periodic bases.

- Month, quarter and year end processing can be completed and balanced. *(Whether this is in scope for upgrade testing, will depend on the scope defined in your testing plan).*

Parallel Testing, continued

The following processes should be run and compared to production data:

- Complete all data entry
- Run Pre-Sheet Audit Report
- Create PaySheets and compare number of sheets created
- Complete all manual PaySheet transactions
- Run Pre-Calc Audit Report

Parallel Testing, continued

The following processes should be run and compared to production data:

- Run Payroll Calculation
- Review message logs and correct any errors
- Run Payroll Summary Report and balance totals. Reconcile any differences
- Run Pre-confirm Audit Report

Parallel Testing, continued

The following processes should be run and compared to production data:

- Run Payroll Confirmation
- Balance Payroll Summary Report and balance totals
- Create Direct Deposits
- Run Check and Direct Deposit Reports and compare totals
- Run Post Confirm Interfaces and verify totals with 3rd Party Vendors
- Run any additional Post Confirm Processes
- Run Month, Quarter and Year End processes

Summary

- Successful upgrades depend on comprehensive planning, testing and validation of results. Hopefully this discussion will provide a guideline for a successful upgrade.