

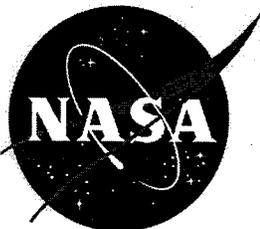
Office of the Chief Financial Officer



*Integrated Financial Management Program
e-Payroll Project*

Formulation Authorization Document

June 17, 2003



National Aeronautics and
Space Administration

Marshall Space Flight Center
Huntsville, Alabama

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1. MISSION

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical, and human resources management processes throughout the Agency. IFMP will re-engineer NASA's business infrastructure in the context of industry "best practices" and implement enabling technology to provide necessary management information to support the Agency's strategic plan implementation.

2. BACKGROUND

Payroll is a future IFMP component that was part of the Integrated Human Capital Management (IHCM) module. Under the President's Management Agenda, the e-Payroll initiative accelerated the timeline for replacement of NASA's payroll functions under IFMP. The initiative addresses payroll functionality similar to that planned under IFMP with the goal of migrating all Federal Agencies' existing payroll service to one of four consolidated Federal payroll service providers no later than September 2004. NASA has confirmed its commitment to proceed with the migration of its payroll operations to a service provider under the e-Payroll initiative rather than establish a new payroll capability as an extension of the IFMP Human Resources (HR) function.

The e-Payroll initiative is one of 24 Office of Management and Budget (OMB) sponsored eGovernment initiatives. As the overseer of payroll and managing partner for the e-Payroll initiative, the Office of Personnel Management (OPM) established and led a working group to analyze federal civilian payroll service from a Governmentwide perspective in order to identify options for future investments in the modernization and improvement of payroll systems and processes. The working group (OPM, OMB, and payroll providers) determined that the consolidation of payroll service delivery can be achieved by reducing the number of Federal Agencies providing payroll services and systems operations. In September 2002, the OPM announced that it intended to consolidate payroll activities at 22 Federal agencies into four organizations: Department of Defense, Department of Agriculture, Department of the Interior, and General Services Administration. OMB directed NASA to transition payroll to one of these providers by September 2004. NASA selected the Department of Interior (DOI) based on their existing capabilities and in consideration of their strong alignment with SAP, NASA's backbone system for IFMP.

3. PLANNING/SCOPE GUIDANCE

NASA is now required to transition payroll activities to the Department of Interior by September 2004. Currently, NASA's payroll activities are consolidated at the Marshall Space Flight Center. The NASA Personnel and Payroll System (NPPS) supports payroll and certain personnel transactional processes. The project will transition sufficient payroll and personnel activities to allow NASA to close the NPPS system. Department of Interior also provides additional personnel functionality that may be implemented if determined cost effective during the formulation phase.

The e-Payroll Project formulation activities and schedule are shown in attachment A. A preliminary project budget and schedule will be provided separately through the e-Payroll Project Scope Document. The culmination of the various formulation activities shall be a finalized set of requirements and an approved Project Plan. Project formulation will be completed no later than August 2003.

4. PLANNING TEAM

The Agency Chief Information Officer is the focal point between NASA and OMB for all eGovernment initiatives. Because of the tight linkage between ePayroll and other IFM projects, the IFMP Program team will be responsible for program management and ensuring integration with other Agency business processes and their enabling systems. A Steering Committee will direct the project. During the formulation phase the Steering Committee will be chaired by the Deputy Chief Financial Officer and include the Chief Information Officer, Assistant Administrator for Human Resources, and Director of the IFM Program as members. The committee structure will be re-addressed based on the results of the Formulation phase. The Marshall Space Flight Center is the lead for project planning and implementation, under the direction of the IFMP Administrative Systems Implementation Project Manager. Planning will be conducted with broad participation across NASA and will include the e-Payroll Steering Committee, NASA's Consolidated Payroll Office, the IFM Integration Project Office, and the Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS).

During the e-Payroll Formulation phase, Payroll and Human Resource (HR) Process Teams will support the planning to review and assess business processes for requirement identification, gaps, and potential standardization. The IFM Financial Steering Committee will concur on payroll specific business processes and requirements. The IFM Human Resources Steering Committee will concur on candidates for HR standardization before final decisions on adopting proposed standardized processes as Agency requirements.

**ATTACHMENT A:
E-PAYROLL PROJECT FORMULATION ACTIVITIES**

e-PAYROLL PROJECT FORMULATION PHASE 3/3/2003 – 8/29/2003

Formulation Planning	3/3 – 3/31
HR Process Review Workshop	4/22 – 4/25
CPO/Payroll Process Workshop	5/13 – 5/16
Develop e-Payroll Framework Agreement	5/14
Draft e-Payroll Scope Document	5/16
Draft e-Payroll Formulation Authorization Document	5/16
Submit HR Policy Documentation to DO	5/19
Draft Service Level Agreement	5/23
Submit Payroll Policy Documentation to DOI	6/2
Payroll and HR Process Validation Workshop	6/9 – 6/13
Baseline Existing Payroll Processes	6/26
Define Preliminary HR Processes	6/27
Draft Interagency Agreement (IAA)	6/30
Draft Project Plan	7/2
MSFC Internal and SMO Project Plan	7/9
Define Agency Interfaces/Reports	7/16 – 7/18
Interfaces and Reports Workshop	7/21 – 7/25
Define Center-unique Interfaces/Reports	7/21 – 7/31
Identify requirements for DOI Demo	7/31
Finalize Interagency Agreement (IAA)	7/31
Prepare DOI Demo Scenarios	8/5
Final Project Plan	8/14
MSFC SMO Review	8/15
Process Owner Review/Approval	8/15
Finalize Requirements	8/20
Issue Requirements to DOI	8/22
DOI Response to Requirements	8/29