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Department of Administration

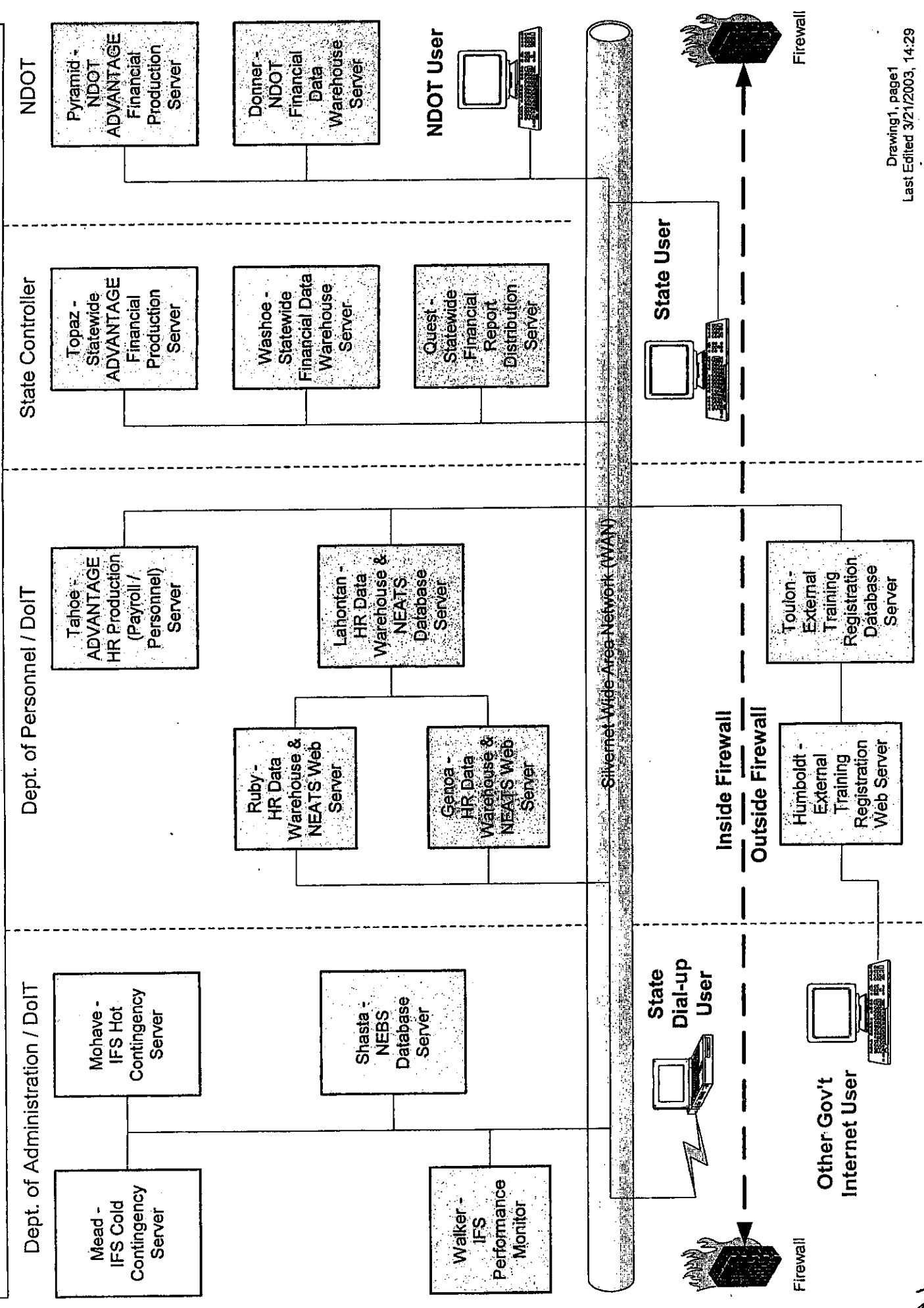
Fiscal Year 2004-2005

Budget Account 1320

Decision Unit – E300

Information Technology (IT) Division
(Currently “Technology Improvement Plan”)

Department of Administration - IFS Subsystems Coordination



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Information Technology (IT) Division Overview

1. **Narrative** - The primary mission of the Information Technology (IT) Division will be to protect the State's investment in the Integrated Financial System (IFS), and to provide on-going system oversight and coordination. This continuing oversight and coordination is necessary to help balance potentially competing demands of the various "core" agencies involved with IFS. These core agencies are The State Controller's Office, The State Treasurer's Office, the Department of Transportation, the Department of Personnel, the Department of Information Technology, and the Department of Administration - State Purchasing Division. As part of this oversight and coordination responsibility, the IT Division will administer the operation and maintenance of the IFS Training Facility.

This Program will fund the required on-going operation costs of IFS that could not be readily apportioned to other agencies, including IFS Training Facility expenses, continuing IFS Application Support, and IFS Disaster Recovery / Contingency expenses.

The IT Division will provide IT-related assistance to the various agencies within the Department of Administration, and continue to oversee the operation and enhancement of the Nevada Executive Budget System (NEBS).

2. **Performance Indicators (Revised)** -

Description:	2004	2005
Percent of agency IFS users that rate IFS as better than standard	85%	90%
Percent of IFS Training Facility availability during scheduled up time	98%	98%
Percent NEBS availability during scheduled up time	99.9%	99.9%
Number of hours to process payroll at backup site after declaring IFS HR system inoperable (disaster simulation)	72	72
Percent of Dept. of Admin. agencies/divisions that have their Information Technology needs reviewed and addressed	35%	65%

3. Expenditure Information -

Description	2004	2005
IT Division Management Expenses. This provides for the wages, benefits, and related overhead expenses for the Division Chief and an Admin. Assistant, both full time positions in the Classified Service. The proposed Division Chief is currently in the Classified Service as the IFS Project Manager. The proposed Admin. Assistant position is currently a contract clerical position.	\$147,318	\$152,592
IFS Site Expenses. This provides for building communications, network, and related expenses for the IFS site at 727 Fairview Drive in Carson City. This site will house both the Department of Personnel's Central Payroll, Central Records, and IFS HR team, as well as the Dept. of Administration's IT Division, and the IFS Training Facility.	\$100,904	\$104,650
IFS Training Facility Expenses. This provides for the space rent, communications, network, equipment replacement and maintenance, and related expenses to support the operation of the 2 PC-equipped classrooms in the IFS Training Facility. When not in use for IFS-related training, this facility is made available to other State agencies	\$118,411	\$119,892
IFS Application Support. This provides for the non-apportioned on-going operational costs of the IFS. These costs include software and hardware maintenance for the overall system, DoIT Programmer and Database Administrator support for the overall system, contract Financial Analyst / System Analyst support for the overall system, On-call support from the two primary implementation vendors, and the recommended implementation of an Employee Travel Tracking Module at \$93,000 in FY2004.	\$443,555	\$381,892
IFS Disaster Recovery / Contingency Expenses. This provides for the costs associated with maintaining the capability to rapidly recover from a disaster affecting any part, or the complete IFS. These costs include hardware maintenance and DoIT Server Support for the Contingency Servers housed at the Emergency Management Office hardened facility, contingency contracts for quick ship of new servers for business continuation following disaster recovery, and related costs. This will allow distribution of State Payroll Checks within 4 days of a disaster, and resumption of vendor check issuance from IFS within 10 days of a disaster.	\$143,671	\$146,093
Recommended Program Totals	\$953,859	\$905,119

4. IFS Status Report -

The Implementation of the Integrated Financial System (IFS) was authorized in 1997 by the 69th Session of the Nevada Legislature to address Y2K and other age-related problems with several separate, but related systems: Statewide Financial System (FMIRS), Statewide Purchasing System, Statewide Payroll System, and the Dept. of Transportation (NDOT) Accounting and Payroll systems. The Department of Administration was designated to provide Executive Sponsorship of the project. The other core agencies that have participated in the IFS Project are The State Controller's Office, The State Treasurer's Office, NDOT, Dept. of Personnel, Dept. of Information Technology (DoIT), and the State Purchasing Division.

In the fall of 1997, the ADVANTAGE Financial and ADVANTAGE HR Software from American Management Systems (AMS) was selected for the Statewide and NDOT Financial Systems, and the new combined Statewide and NDOT Payroll/Personnel System, respectively. In early 1998, AMS was selected to develop a replacement Contract Management System (CMS) as part of the NDOT Financial System. Both Financial Systems were brought on line in January 1999, and the Payroll/Personnel System was brought on line in March of 1999. This allowed decommissioning both legacy payroll systems, the legacy State Purchasing System, and the NDOT legacy Accounting and CMS Systems prior to July 1, 1999, the beginning of FY 2000.

NDOT, which already had decentralized timesheet entry, immediately began entering data into the ADVANTAGE HR System, and into the ADVANTAGE Financial System. Other agencies continued to have their accounting documents entered through FMIRS until they could be authorized to go on-line with ADVANTAGE Financial. This data was interfaced from FMIRS to ADVANTAGE Financial. The Dept. of Personnel continued to key personnel/payroll data for other agencies until those agencies could be brought on-line with ADVANTAGE HR.

For agencies to go on-line with either system, they had to have adequate client hardware and connectivity to the servers, and have received necessary training. In addition, to be authorized for Statewide Financial System data entry, agencies had to have approved Policies, Procedures, and Internal Controls in place to allow transition from a pre-audit process to a post-audit process.

Prior to beginning the rollout of the Statewide Financial and Statewide Personnel/Payroll Systems, further system modifications and enhancements were implemented, policies and procedures were written, and training materials were produced. In addition, a significant upgrade was implemented to the desktop client software. Work was also begun on both Financial Data Warehouses, and the HR Data Warehouse to provide a variety of required reports.

The Statewide Financial System initial agency rollout was completed in July of 2002, at which time FMIRS was decommissioned. Rollout of additional functionality to selected agencies is on-going, and is anticipated to continue in the next Biennium. The rollout of agency Timesheet and Personnel data entry into ADVANTAGE HR is scheduled to be completed by June 2003.

Development of the Nevada Employee Action and Timekeeping System (NEATS) was begun in January 2002 to provide a web-based Employee Self Service "front end" for on-line Timesheet and Personnel Action entry, and supervisor approval. Rollout of this functionality is now in progress, and will continue into the next Biennium. Development of a Statewide Training Registration and Tracking module is scheduled for completion in June 2003. Rollout of this module will continue into the next Biennium. This will combine several separate training registration and tracking systems, and will log the training history into the personnel database of State employees. The Training Registration functionality will also be available to University and Local Government staff. Development of a Travel Accounting and Tracking module for NEATS is recommended in the next Biennium in the IFS Budget, BA 1320.

A total of 56 million dollars has been appropriated by the previous 3 Legislative Sessions for the IFS Project. It is expected that a total of approximately 53 1/2 million dollars will have been expended by the end of the current Biennium.

As part of the requested expenditure reductions in the current Biennium, the IFS Project has reverted 2 1/2 million dollars to the General Fund. This was accomplished by reducing contractor, consultant, and MSA programmer hours, renegotiating software license fees, and elimination of a planned IFS Training Facility in Las Vegas. These reductions were made possible by reviewing all remaining anticipated expenses, transferring some responsibilities to State Staff sooner than expected, and by working with the Dept. of Human Resources to obtain necessary classroom space for Las Vegas training needs.

IFS Appropriation Status

	1998-1999 Biennium	2000-2001 Biennium	2002-2003 Biennium	Totals
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Total Appropriation	24.6 M	17.0 M	14.4 M	56.0 M
Total Estimated Expenditures	24.6 M	17.0 M	11.9 M	53.5 M

2002 Reversion			2.5M	
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IFS Budget's Actual			
Total IFS Appropriation			56.0 M
Total Estimated IFS Expenditures			53.5 M
Reverted to GF			2.5 M

IFS Contributions			
General Fund Appropriation			36.6 M
HW Appropriations			19.5 M
Total IFS Appropriation			56.0 M