

## MARS Council Meeting Summary

<i>General Information</i>	
<i>Date/Time:</i>	Thursday, May 29, 2008, 2:00 pm – 4:30 pm
<i>Location:</i>	SSMC-3, Room 13836

### Attendees:

NMFS –Maureen Pulver, Mark Blades  
 NMFS OCIO – Marina Rubina  
 NWS – Mary Rieck, Gerald Stark, Penny Schmiedeberg  
 NWS – Shelia Foster  
 OAR – Dinara Holmes, Sylvia Scott, Eugene Burger  
 NOS – Renee Galloway  
 Program Support – Peter Boyle, Sherrie Morrisette  
 NESDIS – Jim Lewis  
 NMAO – Gerald Thomas

### Meeting Discussion

CCR#	Description	Discussion	Comments/Actions
54	Time out function	CCR 54 reiterates the Hours of Operation of 7am to 11pm. The Council would like to add the hours to the MARS Home Page.	OAR/Eugene will look into updating the MARS Home page. More than likely we can add this change when we promote the Status Page refresh feature.
321	Out-Year Processing	Additional clarification and updates to instructions requested.	Marina provided updated instructions (see below).
		<p><b>FY 2009 is now open for out-year planning.</b></p> <ul style="list-style-type: none"> <li>- Project, Task and OPT tables were converted for FY 2009. Only active fund codes were converted.</li> <li>- 2 new fund codes were added, 88 and 89 (“G” project codes).</li> <li>- “G” project codes were added to the system, including the OPT table (copied from “F” project code combinations).</li> <li>- <b>You can review the actual FY 09 OPT (Org-Project-Task) table by selecting FY09 once you log into the MARS data entry application. Form’s Override Option can be used to change OPT combinations to inactive.</b></li> <li>- You can also look at Data Entry report #58 (under Match and Miscellaneous Reports) that will allow you to review your FY09 OPTs.</li> <li>- <b>The FY09 OPT table was created on May 23rd, based on what was in the FY08 OPT table at that time, so any OPT combinations created after that will need to be added manually.</b></li> <li>- 2008 projection profiles were copied to FY 2009: “G” project codes were used in place of “F” projects.</li> </ul>	

		<p>- Please check all profiles for accuracy before making new projections.</p> <p>- Extra attention should be focused on multi-line projection profiles, which are now identified on the first Labor Generation Screen.</p> <p>- Use Report 101 (Under Personnel and Labor) to see any labor profiles with invalid OPT information.</p> <p>- A new Report (103) will be added on Thursday, May 29th to list multi-line labor profiles.</p> <p><b>-As a reminder, vacancy records are specific to the fiscal year and were not copied over to FY 2009.</b></p> <p><b>All 2009 vacancies need to be re-created.</b></p> <p><b>- From now on, any new 2008 employees will have labor projection profiles created for FY 2008 and 2009. Users will need to create both FY projections.</b></p> <p><b>- When the users create 2009 projections, they will begin with the Annual Salary projected in MARS for the last pay period of FY 2008 (if available) or the actual Annual Salary as of pp 9 of FY 2008.</b></p> <p><b>The starting projection rate for FY 2009 will not be updated until FY 2009 is open.</b></p> <p><b>- January 1<sup>st</sup> raise has been set to 2.9% for all current employees (per MARS Council).</b></p> <p><b>It can be changed on an FMC basis using the January 1<sup>st</sup> form (Admin/Additional Tables), if needed.</b></p> <p>- 2009 surcharge rates have been copied from current 2008 rates and will not be updated until FY 2009 opens. However, the rates for FY 2009 can be updated by the FMC or LO Admins using the Surcharge Form (new functionality). 2009 Surcharge changes will alter any existing FY 2009 projections.</p>	
58	Variance Reporting Update	Penny reviewed the user's guide and asked for and received feedback.	The user's guide is available in Business Objects for review. Additional instructions provided below.
	Variance Reporting Update	Questions about expired funds were discussed as related to FTE tracking.	Until this question can be resolved, we will keep the report as is.
		<p>As discussed at the 5/29 MARS Council meeting, the NOAA Variance Reporting module is going live starting Monday 6/2 for reporting May data.</p> <p>User Guide - Provide feedback to Penny Schmiedeberg today</p> <ul style="list-style-type: none"> <li>I am asking the MARS Council to please provide feedback TODAY(5/29) on the attached MARS Response Entry - NOAA Variance Reporting - User Guide. Mark Blades provided some feedback, which I have already incorporated. I have subsequently filled in the Roles and Responsibilities section and completed the section on</li> </ul>	

		<p>the FMC (Y/N) process. I will finish documenting the rest of the screens by Monday (6/2) morning when I will send out another draft for your final review due by COB Monday (6/2).</p> <p>Roles and Responsibilities - Provide names to Penny</p> <ul style="list-style-type: none"> <li>Please provide the names of the LO Variance Managers. I <u>do not</u> need the names of the FMC Variance Managers.</li> </ul> <p>Jim LeDuc --&gt; please provide the names of the users that will need the ability to enter the NOAA level response.</p> <p>FMC (Y/N) Process - Begins Monday 6/2:</p> <ul style="list-style-type: none"> <li>May closes today (5/30). The MARS Data Warehouse will be updated with the May close data this weekend. On Monday (6/2) morning, the FMC (Y/N) process will be ready for you to begin using. Once the User Guide is ready, the LO Variance Managers can send it along with any other specific guidance to their FMC Variance Managers so they may begin the FMC Response process.</li> </ul> <p>FYI - Due Dates: FMC responses are due 6/8 LO responses are due 6/11</p>	
	Variance Reporting Update - Fund Group Driller report	Additional changes were requested.	A separate YTD tab will be created to show YTD Plan, YTD Actual, Percentage and Variance. Peter Boyle requested a roll up of labor object classes. He was asked to submit a CCR.
CPCS	CPCS	The Data Entry team is working with Mary Jo/NDW Team to develop a strategy to group information together so transactions can be tracked as one commitment.	Mary Rieck indicated an individual in NWS has been performing this type of reporting although she wasn't sure it was successful. She will follow-up. Additional detail related to this task below.
361	NOS Request	The following request was input by NOS as an "Urgent" request. Council requested additional information. <i>Request - Please modify the "MARS Financial Statement - Graph by Fund Group" to include reports from an FMC to a Division level by PPA, including FC02.</i>	Renee will confer with Carmen.
52	DEMO Processing changes	Proposal to move from On-Hold to Work-in-progress.	The council voted to keep the request on hold until guidance can be provided.
New	CFO Council Presentation	A request was made to provide an update to the CFO Council as to the status of the system.	Gerald Stark will take the lead on this task.
New	Business Objects Training	Mary Rieck proposed providing a concentrated or advanced training class for Business Objects/LO admins.	Council was in favor of the offer. Will discuss next meeting.

341 & LO Respon sibilitie s		Discussions on the last two items of the agenda have been deferred to next meeting.	
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