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In this issue: February ERP fast fact, an update on Human Resources and payroll implementation; and Ken Fouts chosen as lab's new chief engineer.



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SLAC DOES BUSINESS

[Understanding ERP – Human Resources and Payroll Transition](#)

Read this month's Enterprise Resource Planning (ERP) fast fact to learn what's new after deployment of Phase I of the ERP Human Resources and the transition of payroll to Stanford University.

[read more](#)



[Fouts Named to Three-year Stint as Lab's Chief Engineer](#)

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Ken Fouts will bring his experience leading the mechanical engineers of the Particle Physics and Astrophysics Directorate at SLAC to bear in finding unifying goals for engineers throughout the lab.

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Understanding ERP – Human Resources and Payroll Transition

February 27, 2014

from the Office of the Chief Financial Officer

SLAC's Enterprise Resource Planning (ERP) project team offers monthly fast facts to gradually familiarize employees with Project Delta, SLAC's implementation of an ERP system at the lab.

[Read this month's edition](#) to learn about what's new after deployment of Phase I, encompassing Human Resources and the transition of payroll to Stanford University.

If you have questions about the project, [email erp-support@slac.stanford.edu](mailto:erp-support@slac.stanford.edu).

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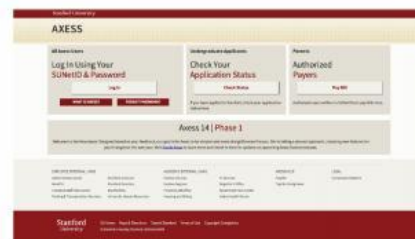


February 2014

Essential ERP Enterprise Resource Planning

Payroll

During the winter closure, SLAC migrated payroll to Stanford University. Employee payroll information is now available online, including pay stubs, direct deposit and tax withholding instructions. In January, SLAC issued employees their 2013 W-2s. Starting for 2014, W-2s will be sent directly from Stanford University and will also be available online. If you wish to receive an electronic version of future W-2s, be sure to log into the AXESS portal and check the W-2 consent checkbox.



MyHR

Through MyHR, employees now have greater access to their own personal information. Home and mailing addresses, phone numbers, email addresses, SLAC911 information and marital status can all be updated on MyHR, where employees can also view their compensation history.



Supervisors are able to view direct report information, including years of service, salary and job classification, and they can initiate voluntary terminations on MyHR. More tasks for supervisors will be added as the business processes around them are determined.

IDs

To improve controls and data integrity, SLAC created a single source for system IDs by discontinuing SID-issued IDs. However, the integration between PeopleSoft and SID, which provides the flow of data to the training and badging systems, has required some fixes. This has slowed the onboarding of non-employees, but all subcontractors and scientific users have been brought on in time to perform their work or experiments. A "red team" has been charged with developing and implementing quick fixes for these issues.

Leave

Due to interface issues with FAMIS and iAT and functionality issues with the leave management module, implementation has been delayed. As we evaluate solutions, employees will continue to use iAT or FAMIS to request and record vacation and PTO use.



PROJECT DELTA
TRANSFORMING THE WAY
SLAC DOES BUSINESS

NEXT MONTH:

Finance and Supply Chain
Management Updates

**FOR ANY
ERP QUESTIONS,
PLEASE CONTACT:**

ERP Support at
erp-support@slac.stanford.edu

What's Next?

Improvements will continue on the HR system and business processes. Finance and Supply Chain (Phase II) is scheduled to go live in July. The team is working on data conversion and preparing for testing, which will involve testers from across the lab. SLAC's business managers are engaged as "work transformation leaders" to understand and plan for work and business processes changes in their area. Other working groups are being created as needed to ensure the system meets SLAC's needs.



(July) Understanding ERP: Answering Your Questions

(June) Understanding ERP: Project Delta Updates for Human Resources

(May) Understanding ERP: Steering Committee Describes Benefits

(April) Understanding ERP: Project Delta Scope and Timeline

(March) Understanding ERP: Human Resources Takes the Lead


(February) Understanding ERP: Why Does SLAC Need It?

From the CFO: Next Steps for SLAC's ERP Project



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Fouts Named to Three-year Stint as Lab's Chief Engineer

February 25, 2014

by Lori Ann White

Ken Fouts, division head for the Research Mechanical Division in the Particle Physics and Astrophysics Directorate, has been chosen to succeed Karen Fant as SLAC's second chief engineer. He began his three-year term on Feb. 1.

"SLAC's chief engineer oversees engineering service functions that span most directorates, and advises the lab director and associate lab directors in engineering matters that impact the site as a whole," said Fouts, who brings the experience he's gained at SLAC as well as his background in the aerospace industry to this new assignment. Fouts joined SLAC in 2004 to work on the Large Area Telescope, the primary instrument for the Fermi Gamma-ray Space Telescope.

"One of the primary roles of the chief engineer is to continue the development and implementation of a conduct of engineering (CoE), which will improve the engineering and design processes at SLAC," he said. "A very positive feature of the CoE is that it has already opened lines of communication between the engineering groups in each directorate."

This addresses the challenge resulting from fundamental differences in the tasks engineers perform around the lab: Research and project engineers support scientists in designing and creating specialized instruments for experiments; operations engineers keep the linac and other equipment up and running; and facilities engineers make sure the lab's buildings and systems operate efficiently.

But, Fouts said, all engineers have certain responsibilities in common, such as defining and implementing safety requirements in design and operations, particularly with high-pressure and cryogenic systems. They must also create and maintain good engineering documentation and manage the process of engineering. "For example," said Fouts, "who has the authority to approve designs or design changes from an engineering standpoint? Is it at the project level, or at a higher level?" The CoE protocol addresses this issue and others like it.



Ken Fouts, division head for the Research Mechanical Division in the Particle Physics and Astrophysics Directorate, is SLAC's second chief engineer. (*Fabricio Sousa/SLAC*)

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Fouts plans to continue the Engineering Coordinating Council, which was started by Fant to identify and address issues that are common to engineering and design disciplines at SLAC.

He has also identified a couple of high-priority efforts for his term, including development of standards for classification, hiring and training of engineers at SLAC and a strategic plan for Engineering, which will identify engineering resource requirements at the lab for the next decade.

Fouts will also support initiatives already established by Fant, such as the pressure system safety program – "a very important program," he said.


In addition to his chief engineer responsibilities, Fouts will continue managing the PPA Research Mechanical Division. He also supports the [Cryogenic Dark Matter Search](#) and the [Enriched Xenon Observatory](#).

Lab Director Chi-Chang Kao said he is confident that Fouts can handle his new assignment. "Carrying out SLAC's mission successfully requires robust engineering and a high level of technical performance," he said. "I have every confidence in Ken to help the lab achieve this, and I want to thank him for accepting this assignment and agreeing to carry on Karen's good work."



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Starbucks Coffee Kiosk Coming to SLAC

February 28, 2014*from SLAC Projects Division*

A Starbucks kiosk near the Guest House parking lot will open early this summer to offer daily walk-up coffee and pastry takeout. The kiosk will be open from 6 a.m. to 6 p.m. Monday through Friday, and tentatively on weekends from 6 a.m. to 2 p.m.

The construction of the Stanford Residential & Dining Enterprises' new Starbucks modular coffee kiosk is estimated to start in early March and last for approximately six to eight weeks. It will be built just south of the Stanford Guest House parking lot (see image below). The facility is comprised of two modular units that will be shipped to the site, off-loaded, set on concrete foundations and bolted together.

During construction, the southern portion of the Guest House parking lot will be closed with temporary parking provided across Loop Road. In addition, the southern driveway into the parking lot will be open with intermittent controlled access to accommodate material deliveries. Upon completion, the southern portion of the parking lot will be re-opened with ADA compliant parking adjacent to the new coffee kiosk and six parking stalls. Traffic along Loop Road will be impacted over one weekend, still to be determined, to allow for the off-loading of the modular units using a mobile crane.

For more information, call Steve Jack at ext. 3728 or Stanford Residential & Dining Enterprises contact, Jonathan Faulkner, at ext. 5192.



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SLAC's Virtual Cafeteria Has Arrived!

February 21, 2014

from SLAC OCFO

In an effort to expand the food service available to the SLAC community, we have engaged the services of the EAT Club, a "virtual cafeteria," starting Monday, Feb. 24.

Eat Club is the fastest growing lunch delivery service in the Bay Area. They collaborate with the best local restaurants to provide quality food fitting a variety of tastes at an affordable price. Food is of high quality with a worthy selection of healthy offerings, including gluten-free, GMO-free and/or vegetarian. Prices range between \$8-\$13 with a \$10 average.

All meals are prepared fresh daily and delivered to centralized locations at SLAC. Online menus are shown for several days in the future with food ratings provided by customers. The transaction is between the individual and EAT Club. EAT Club maintains responsibility for quality, pricing, complaints, etc.

Orders are placed and paid for through [their online service](#). SLAC staff can review the daily selections and place an online order with Eat Club in the morning using a personal credit card. Drop-off delivery will be made around noon each day at one of three individually selected locations for pick up:

- Building 27 – Temporary Cafeteria Seating
- Building 51 – Kavli 2nd Floor
- Building 55 – Arrillaga Recreation Center

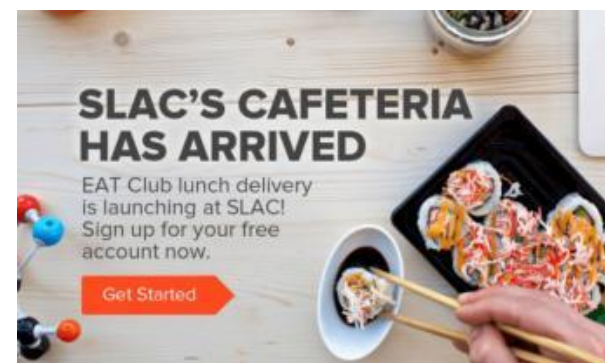
Once meals are delivered to your pre-selected location, an email or text notification will be sent specifying the exact location (building, rack and shelf) of your meal.

Individual on-line registration takes just a few minutes. Sign up for a free account and pre-order at www.myeatclub.com/slac-cafeteria.



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EAT Club

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In the Spotlight: January Spot Award Winners

February 24, 2014

by *Lori Ann White*

Forty-nine employees received [Spot Awards](#) in January for exceptional performance in the areas of teamwork, process improvement, safety and security or extraordinary effort.

Anyone at SLAC can contact their supervisor or their colleague's supervisor to nominate that colleague, and nominations are not restricted to one's own group or directorate. Honorees receive their choice of a \$25 gift card to Target, Stanford Book Store or Cinemark Movie Theaters.

Award winners, by area, are:

Teamwork: Adeyemi Adesanya, Ron Barrett, Teri Church, Chip Dalby, Renata Dart, John Dodd, Rujjira Kong, Mattie Pace, Jimmy Pham, Sandra Pickrom, Michael Trinh, Gus Venancio and John Weisskopf.

Process Improvement: Diana Viera.

Safety and Security: Petr Fuchs, John Pennachio, Ricardo Escobar Rivera, Jerico Tagle and Alfred Vicerál.

Extraordinary Effort: Dennis Aguero, Jon Bergman, Matt Boyes, Christine Brochon, Anjan Chowdhury, Denise Cornely, Ginger DeContreras, Madhoo Dhanabalan, Edward Dumaop, Karen Fant, Mikie Giusti, Nancy Iwasaka, Keith Jobe, Traci Kawakami, Glenn Markle, James McClellan, Ramona Miahnahri, Scott Mitchell, Monica Morchi, Ram Nagarajan, Sharon Oden, Norman Queral, Ramulal Rayaroth, Ronald Reyes, Shari Rubino, Marianne Lee Taliaferro, Chico Vazquez, Vilma Ventura-Ramelb, Hilary Ward and Brittany Yee.

Diedre Webb, the Spot program administrator in Human Resources, would like to remind Spot Award recipients to respond to the e-mail notification of their award with their choice of gift card. If you see your name listed above and you haven't yet responded, rest assured there's still a card waiting for you.



A sampling of January Spot Award winners: Back row, from left: Dennis Aguero, John Weisskopf, Keith Jobe, John Dodd, Edward Dumaop and Scott Mitchell. Front row, from left: Denise Cornely, Ron... (*Fabricio Sousa/SLAC*)

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Lab Announcement » [Take the Arrillaga Rec Center Survey by March 11 for a Chance to Win an iPod Nano](#)

Take the Arrillaga Rec Center Survey by March 11 for a Chance to Win an iPod Nano

February 27, 2014

from Arrillaga Recreation Center at SLAC

You are invited to participate in a [brief survey](#) for the Arrillaga Recreation Center at SLAC. Your opinion is important to build programs and services that directly address the needs of the SLAC community. The survey is anonymous and your name is unattached to your responses.

As a token of our appreciation, we will be happy to include your name in our prize drawing on March 12 for a **free iPod nano**. To be eligible for the prize drawing, you must complete the survey by March 11.

For any questions please contact [Beth Ayres](#).

Related Links:

[Arrillaga Recreation Center Survey](#)

[Arrillaga Recreation Center at SLAC Webpage](#)



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