

# STATE OF DELAWARE



## EXECUTIVE DEPARTMENT DOVER

### EXECUTIVE ORDER NUMBER FIFTY-THREE

TO: HEADS OF ALL STATE DEPARTMENTS, AGENCIES AND AUTHORITIES,  
AND ALL POLITICAL SUBDIVISIONS AND GOVERNMENTAL UNITS OF  
THE STATE OF DELAWARE

RE: ESTABLISHMENT OF A GOVERNANCE COMMITTEE FOR THE STATE  
OF DELAWARE'S NEW HUMAN RESOURCES/PAYROLL SYSTEM

WHEREAS, the State's new human resources/payroll system ("the  
HR/Payroll System") will be brought into operation in phases beginning in April  
1998; and

WHEREAS, the System's "PeopleSoft" technology will provide agencies and  
school districts with improved flexibility and expanded capabilities while reducing  
process steps and needless paper flow; and

WHEREAS, the system incorporates the most cost-effective and efficient  
technology and affords the State an opportunity to re-engineer its payroll and human  
resource processes; and

WHEREAS, the successful implementation and maintenance of the  
HR/Payroll System will require governance by, and an enhanced level of,  
cooperation among several state agencies and school districts; and

WHEREAS, essential to the effective governance of the HR/Payroll System are: clearly defined lines of ownership of the system's component processes; an established protocol for table and report changes; and a strong, hands-on working committee with authority to quickly make necessary decisions.

NOW, THEREFORE, I, THOMAS R. CARPER, by the authority vested in me as Governor of the State of Delaware, do hereby declare and order that:

1. An HR/Payroll System Governance Committee be established and composed of the following:

The Secretary of Finance, who shall serve as co-chairperson;

The Director, State Personnel Office, who shall serve as co-chairperson;

The Secretary of Education, or the Deputy Secretary of Education, if the Secretary so designates;

The Director, Office of Information Services;

The Director, State Budget Office;

The State Treasurer, or her Chief Deputy, if the State Treasurer so designates; and

The President of the Chief School Officers' Association, or her designee.

2. The Governance Committee shall address the following priorities:
  - a. Ownership. The most urgent priority is agreement on management of policy areas that relate to the operation, support, and



maintenance of the HR/Payroll System. The Committee shall develop a memorandum of understanding defining and institutionalizing the ongoing roles and responsibilities of the Department of Finance, the State Personnel Office, the Department of Education, and other governmental entities. Key ownership issues to be determined shall include, but are not limited to, which entity shall: operate, staff and house a help desk with a single point of contact; maintain and update data for the public schools, the Delaware State University and the Delaware Technical and Community College; develop and staff an ongoing human resources/payroll training component; house, provide security for, maintain, and revise the PeopleSoft tables; provide ongoing support for database administration, programming, and other information technology issues; and administer employee benefits.

- b. Protocol. Based on ownership and policy-setting decisions made by the Governance Committee, the Human Resources/Payroll Working Group ("HR/Payroll Working Group") hereafter established in this Order shall develop a protocol for table and report changes.
- c. Resource allocation. The Governance Committee shall identify the fiscal, human, and technical resources necessary to the ongoing development and maintenance of the HR/Payroll System.

- d. Re-engineering. The Governance Committee shall consider proposals for re-engineering human resources or payroll processes forwarded to the Committee by the HR/Payroll Working Group.
- 3. A School District Consortium shall be established by the Governance Committee. The Department of Education will serve as liaison to that Consortium. This Consortium shall:
  - a. Provide regular feedback to the Governance Committee on the operation and maintenance of the HR/Payroll System;
  - b. Propose policy changes reflecting the unified views of the school districts regarding the operation and maintenance of the HR/Payroll System to the Governance Committee via the Department of Education; and
  - c. Review and comment on re-engineering proposals forwarded by the HR/Payroll Working Group, including proposals to streamline administrative and benefits policies.
- 4. An HR/Payroll Working Group shall be established and consist of the following:
  - A designee of the Secretary of Finance, who shall be co-chairperson;
  - A designee of the Director of State Personnel, who shall be co-chairperson;
  - A designee of the State Treasurer;
  - A designee of the Office of Information Services Director;



Two representatives of agencies which use the HR/Payroll System,  
who shall be designated by the Secretary of Finance;

A designee of the Secretary of Education; and

Three representatives from the school districts, with a representative  
to come from each county, who shall be designated by the Chief  
School Officers' Association.

The members shall serve at the pleasure of the appointing authorities. The  
Working Group members shall have hands-on knowledge of their respective  
agency processes and of the HR/Payroll System.

5. The Working Group shall be responsible for the following:
  - a. Developing a protocol for maintaining or changing PeopleSoft  
tables and creating or modifying reports;
  - b. Identifying and advocating opportunities for re-engineering current  
HR/Payroll processes in state agencies and school districts;
  - c. Weighing the costs and benefits of proposed modifications to the  
PeopleSoft system;
  - d. Identifying other policy issues and/or problems that develop in  
relation to the HR/Payroll system and proposing solutions to the  
Governance Committee;
  - e. Ensuring that the Delaware Technical and Community College and  
the Delaware State University are consulted and have input into the  
governance process for the HR/Payroll System;

- f. Overseeing the development of future phases of the HR/Payroll project; and
- g. Developing a plan for eventually phasing out the Integrated Management Systems Project and allocating ongoing operational and maintenance responsibilities to the appropriate agencies.



Approved this 23~~rd~~ day of April, 1998

Thomas R. Carper  
Governor

Attest:

Edna Paul  
Secretary of State