DATE: July 12, 2016

UPDATED: January 13, 2020

PURPOSE: To ensure the processing of the Employee W2 information will be completed for the target Calendar Year and to ensure our system is updated with new application features.

POLICY: System upgrade should be perform every 1 to 3 years to provide a better and updated user system experience.

INSTRUCTIONS:

1. To do an upgrade in the GDOE Munis application, a request from Munis Tyler support on their website, https://support.tylerltech.com needs to be completed. Propose upgrade dates for the Test and Live environment should fall on a Monday of a non-payday week.

2. Request Munis Tyler support to provide documentation on the system and workstation requirements of the target version. Using the documentation provided, evaluate the current system and workstation settings and work on meeting the requirements of the target version if there is a need.

3. Meet with the GDOE Munis super users to discuss and schedule the testing of the new version. Request each involve division/section in the testing, to use and submit the GDOE Munis Testing document with their Division's Administrator/Supervisor signature and sign date.

4. After the testing has been completed, compile all the Testing documents submitted by each involved division/section and request the Deputy Superintendent of FAS to approve the upgrade of the Live environment using the FSAIS System Upgrade Approval form.

5. Send a Memo to All Users regarding the scheduled upgrade in the Live environment.

6. Once the Live upgrade has been completed, request the Data Processing Manager to acknowledge the completion by signing the lower part of the FSAIS System Upgrade Approval form for the Live environment.

REVIEWED and APPROVED By: _____   1/21/2020

                                VINCENT T. DELA CRUZ   **Date**

                             (Data Processing Manager)

DEPARTMENT OF EDUCATION

Financial, Student & Administrative Information Systems
(F.S.A.I.S)
Government of Guam
500 Mariner Avenue, Barrigada, Guam 96913-1608
Tel: (671) 475-0479
Email: fsais@gdoe.net

Jon J.P. Fernandez
Superintendent of Education

Vincent T. Dela Cruz
Data Processing Manager

System Upgrade Approval Form

Request Date: _____

System Application: _____

Environment: Live

Current Version: _____

Upgrade Version: _____

Testing Documentation Attached:

[ ] Budget Analyst (Budget Module)
[ ] Comptroller (General Ledger and Accounts Payable Module)
[ ] Chief Payroll Officer (Payroll Module)
[ ] Facilities and Maintenance Administrator (Service Request and Work Order Module)
[ ] FSAIS Administrator (User Attributes Module, Workflow Module,
      SQL Server Reporting Services - SSRS)
[ ] Management Analyst (Student Activity Module)
[ ] Personnel Services Administrator (Human Resource Module)
[ ] Procurement Administrator (Purchase Order Module)
[ ] Warehouse Administrator (Fixed Asset Module)

Approval to Upgrade

Scheduled Date of Upgrade: _____   Time: _____

Approved By: _____
(Print and Sign)   Deputy Superintendent of Finance and Administrative Services

Approval Date: _____

Validation of Upgrade Completion

Completion Date: _____

Vendor Support Technician Name: _____

FSAIS Staff Assisting in the Upgrade: _____

Supervised By: _____
(Print and Sign)   **FSAIS Data Processing Manager**

Signed Date: _____