

### Revision History

Version	Date	Description	Author
0.1	22-Aug-2006	Document Creation	SME Name

## Document Approval

### Reviewer's Signature

Your signature indicates that, as a Clarian Quality Assurance representative, you have reviewed this document and find it to be compliant with corporate policies and standards.

### Reviewed By:

Name/Title or Role	Signature	Date
<i>QA Representative</i>		

### Approver's Signature

Your signature indicates that, as the IS Application Owner, you confirm that the appropriate peer reviews have been conducted on this document and that you approve its accuracy and completeness.

### Approved By:

Name/Title or Role	Signature	Date
Mike Harpold <i>IS Application Owner</i>		

## Table of Contents

1.	Purpose .....	4
2.	Inputs/Requirements .....	4
3.	Outputs/Deliverables .....	4
4.	Definitions, Acronyms and Abbreviations .....	4
5.	System Summary .....	6
6.	Required Documentation for Kronos .....	12

## Kronos System Information Summary

### 1. Purpose

The System Information Sheet provides an overview of Kronos. The following are included:

- Application information
- Hardware and software information
- Business, IS, and vendor contact information
- Associated required documentation list

### 2. Inputs/Requirements

- SME knowledge of system information
- Continuous Process Improvement goals
- Observed gaps in departmental practice

### 3. Outputs/Deliverables

- Standard Operating Procedure document
- Supporting documents and templates

### 4. Definitions, Acronyms and Abbreviations

The following table identifies definitions for acronyms, abbreviations, and terms used within this document:

Term	Definition
CHPIS	Clarian Health Partners Information Services
CPU	Central Processing Unit
DASD	Direct Access Storage Device
DBMS	Database Management System
IDS	Intrusion Detection System

<b>Term</b>	<b>Definition</b>
IS	Information Services
IU	Indiana University
OS	Operating System
RAM	Random Access Memory
SIS	System Information Sheet
SME	Subject Matter Expert
SW	Software
TSM	Tivoli Storage Manager

## 5. System Summary

APPLICATION INFORMATION	
Application Name	Kronos
General Description (high level functional overview, including business purpose)	Kronos is a timekeeping, time reporting system primarily used by the Clarian Payroll Department.
Enterprise Rating (Tier n)	Tier 0
Primary IS Owner (Department and Contact Info)	Bob Nichols Manager – Business Systems  Email: bnichols@clarian.org Office: (317) 962 – 5002 Location: S188, South Campus, 1st Floor
Primary Business Owner (Department and Contact Info)	Isadore (Izzy) Rivas VP Finance  Email: iRivas@clarian.org Office: (317) 962 - 9303 Location: Rm 1200, 8 <sup>th</sup> Floor, Gateway  Cara Breidster Director - Tax Email: cbreidst@clarian.org Office: (317) 962 - 4597 Location: Rm 1200, Gateway  Email: dhesson@clarian.org Office: (317) 962 – 2969 Pager: (317) 312-5240 Location: Rm M0105, 1 <sup>st</sup> Floor, Medical Tower
User Community (# of users, types of users)	Finance Processes: General Ledger Accounts Payable (Salaries Payable) Expense Management Payroll Tax Accounting Payroll Processes: Time Reporting Payroll Processing Bank Reconciliation  # of users: 600

APPLICATION INFORMATION	
Vendor/Provider	Kronos
Original In-service date	2002
Version/Upgrade History	Current version: 4.3.12
Availability Requirements	System is available 23 hours per day.

SYSTEM INFORMATION	
Physical Architecture description	Kronos hardware is physically located in three separate locations including the South Campus Computer Room, the MUX Room at Methodist Hospital and the I.U. Computer room.
Test or Dev environment	<p>Software changes are made by Kronos and sent to Application Support for testing and promotion to production.</p> <p>Testing– duplicate of production for user acceptance testing Production – Production transaction processing</p>
Back-up summary	<p>Systems are backed up via the Tivoli Storage Manager application.</p> <p>A full backup of Kronos is performed at initial installation. Progressive incremental backups are then performed nightly.</p>
Disaster Recovery summary	<p>Disaster Recovery Plans for Tier 0 systems are located at I:\_Shared\1 Security\DR_BCP\Plans.</p> <p>The Plans outline the disaster recovery services provided by SunGard including:</p> <ol style="list-style-type: none"> <li>1) space and equipment to rebuild the environment in case of a disaster</li> <li>2) equipment trailers for people to work in or to house server equipment</li> <li>3) space with adequate power and cooling (cold site) at one of their locations</li> <li>4) trailers to house emergency staff, if needed</li> <li>5) better or like equipment as specified on Clarian Tier 0 server equipment list provided to them</li> </ol>

**HIGH LEVEL BLOCK DATA FLOW (from host server to end user)**

Insert data flow diagram here.

<b>SERVER INFORMATION</b>	
<b>Server Name: CHKRONOSBG</b>	
Server model and serial (if applicable)	Make/Model: Compaq Proliant ML570R Model #: ML570R? Serial #: D125CXG1K025
Server specs (CPU, RAM, DASD)	Date Built: Processors: Pentium III (4) Processor Type: Xeon/700 MHz RAM: 8192 MB Drives: 7 9GB drives
Application Version	Kronos 4.3.12
OS version/Patch level	Windows 2000 Advanced Server
Current DBMS Version	Oracle 9i
DMBS Version/Upgrade History	
Utility SW (monitors, IDS, Antivirus, etc.) and Current Versions	N/A
<b>Server Name: CHKRONOSDB</b>	
Server model and serial (if applicable)	Make/Model: Compaq Proliant ML570R Model #: Serial #: D125CSG1K027
Server specs (CPU, RAM, DASD)	Date Built: Processors: Pentium III (4) Processor Type: Xeon/700 MHz RAM: 8192 MB Drives: 12 18GB drives
Application Version	Kronos 4.3.12
OS version/Patch level	Windows 2000 Advanced Server
Current DBMS Version	Oracle 9i
DMBS Version/Upgrade History	
Utility SW (monitors, IDS, Antivirus, etc.) and Current Versions	N/A
<b>Server Name: CHKRONOSWEB1</b>	

SERVER INFORMATION	
Server model and serial (if applicable)	Make/Model: Compaq Proliant ML580R Model #: Serial #: D125DYV1K407
Server specs (CPU, RAM, DASD)	Date Built: Processors: Pentium III (4) Processor Type: Xeon/700 MHz RAM: 8192 MB Drives: 3 9GB and 1 36GB drives
Application Version	Kronos 4.3.12
OS version/Patch level	Windows 2000 Advanced Server
Current DBMS Version	Oracle 9i
DMBS Version/Upgrade History	
Utility SW (monitors, IDS, Antivirus, etc.) and Current Versions	N/A
<b>Server Name: CHKRONOSWEB2</b>	
Server model and serial (if applicable)	Make/Model: Compaq Proliant ML580R Model #: Serial #: D125DYV1K182
Server specs (CPU, RAM, DASD)	Date Built: Processors: Pentium III (4) Processor Type: Xeon/700 MHz RAM: 8192 MB Drives: 3 9GB and 1 36GB drives
Application Version	Kronos 4.3.12
OS version/Patch level	Windows 2000 Advanced Server
Current DBMS Version	Oracle 9i
DMBS Version/Upgrade History	
Utility SW (monitors, IDS, Antivirus, etc.) and Current Versions	N/A
INTERFACE OR RELATED SYSTEMS INFORMATION	
Application Name/Description	<i>Kronos imports general employee information from</i>

INTERFACE OR RELATED SYSTEMS INFORMATION	
	Lawson.
Application Name/Description	Kronos exports employee hours/timecard information to Lawson.

CONTACT INFORMATION		
Business		
	Role	Contact Info
Primary Contact	Finance	Isadore (Izzy) Rivas VP Finance  Email: iRivas@clarian.org Office: (317) 962 - 9303 Location: Rm 1200, 8 <sup>th</sup> Floor, Gateway
Primary Contact	Tax	Cara Breidster Director - Tax Email: cbreidst@clarian.org Office: (317) 962 - 4597 Location: Rm 1200, Gateway
IS/App Developers		
	Role	Contact Info
Primary Contact	Developer	Max Bingham Sr. Analyst Programmer  Email: mbingham@clarian.org Office: (317) 962 - 3562 Pager: (317) 312 - 8400 Location: FM028, South Campus, 1 <sup>st</sup> Floor
Alternate Contact	Developer	Brian Durbin Sr. Analyst Programmer  Email: bdurbin@clarian.org Office: (317) 962 - 1588 Pager: (317) 312 - 7888 Location: FM026, South Campus, 1 <sup>st</sup> Floor

CONTACT INFORMATION		
Alternate Contact	Developer	Stephanie Marr Business Analyst  Email: smarr@clarian.org Office: (317) 962 - 0396 Pager: (317) 312 - 6632 Location: FM027, South Campus, 1 <sup>st</sup> Floor
Alternate Contact	Developer	Michael Gilbraith Sr. Analyst Programmer  Email: mgilbrai@clarian.org Office: (317) 962 - 3753 Location: FM039, South Campus, 1 <sup>st</sup> Floor
IS Support Team Members		
	Role	Contact Info
Primary Contact	Windows Administrator	Bob Cox Team Lead – Intel Systems Engineering  Email: bcox@clarian.org Office: (317) 962 - 0933 Cell: (317) 339 - 6073 Location: Rm 218, South Campus, 2 <sup>nd</sup> Floor
Primary Contact	Oracle Administrator	Dan Joseph Expert Database Administrator  Email: djoseph@clarian.org Office: (317) 962 - 5558 Pager: (317) 312 - 7887 Location: E27, South Campus, 2 <sup>nd</sup> Floor
Vendors		
	Role	Contact Info

CONTACT INFORMATION		
Primary Contact	Kronos Account Executive	Michael Mewborn Enterprise Sales Executive  Email: <a href="mailto:mmewborn@kronos.com">mmewborn@kronos.com</a> Office: (317) 558-8617 Cell: (317) 753-6692 Fax: (317) 841-8703 Location: 5750 Castle Creek Pkwy, Suite 300, Indianapolis, IN 46250
Alternate Contacts	Kronos Hospital Sales Director	Robert Amelio Hospital Sales Director North Central Region  Email: <a href="mailto:ramelio@kronos.com">ramelio@kronos.com</a> Office: (724) 742-3120 Cell: (724) 612-2285 Fax: (724) 742-1094 Location: 500 Cranberry Dr. Suite 150, Cranberry Township, PA 16066

## 6. Required Documentation for Kronos

The following lists required documentation associated with Kronos:

REQUIRED DOCUMENTATION		
Operational Documents	Location	Most Current Version / Approval Date
Configuration		
As Builts		
DRP		
Backup and Recovery		
Startup/Shutdown Procedures		
Troubleshooting Guide		
Move to Production Procedures		
Administration Documents	Location	Most Current Version / Approval

REQUIRED DOCUMENTATION		
		Date
Change Management		
Vendor Management		
General Documents	Location	Most Current Version / Approval Date
Minimum Security Baseline		
Account Provisioning		
User Guide		
Reference Materials	Location	Most Current Version / Approval Date