

1.0 Introduction

This document defines production operational standards CMS Central will enforce during projected peak utilization periods. Peak utilization periods include, but are not limited to, first week of classes, open registration in HCM and year-end closing in Finance.

2.0 Standards

This section lists processes that shall be avoided during peak utilization periods. These processes can have a significant negative impact on on-line transactions.

2.1 Maintenance Scheduling

Application maintenance activities should not be scheduled for two weeks prior to peak period until the end of the period. Application maintenance includes the removal of application cache files. Application cache files are used to optimize application performance and the removal of these cache files requires that these be rebuilt after maintenance has been completed. Components accessed without cache often see an 100% increase in time to load as opposed to accessing the same component when cached.

2.2 Process Scheduling

Campus should define a set of essential processes that are absolutely critical to campus functions that can be executed during the core business hours. All non-essential processing should be scheduled outside of core business hours. Additionally, processes from Section 3 should not be run during core business hours due to the table/record locking requirements of these processes.

2.2.1 Scheduling Student Administration Security View Update Processes

Special scheduling consideration should be given to the Student Administration Security View Update processes (SFRSCVW and SRSECVWU). These processes set internal flags that cause the application server cache files to be purged. If this process is required, it should be scheduled to run prior to application maintenance periods.

2.3 Ad Hoc Query Usage

Campus should identify any essential queries critical to campus functions that cannot be executed outside of the core business hours. All other queries should be scheduled outside of core business hours. Additionally, queries should always be executed via the Query Viewer and not through the Query Manager. See *PeopleSoft Query Performance Tips* available at http://cms.calstate.edu/06_Projects-Initiatives/06E_Performance/CMS_06E_00_PROJ_Performance.asp for more information.

3.0 Processes creating Row Locks

This section lists processes that should be avoided during peak utilization periods and if scheduled, should be scheduled to run after core business hours. These processes can have a significant negative impact on on-line transactions.

3.1 Student Administration

3.1.1 Campus Community

ID Delete Process (HR_PER502)

3.1.2 Academic Advisement

Process Degree Audits in Batch that populate the analysis database (CSUFGRA)

3.1.3 Admissions

Mentor U.S. Applications Processing
Load Applications (CSUAD016)
Search/Match (CSUAD017)
Post Applications (CSUAD018)

Mentor International Applications Processing
Load Applications (CSUAD116)
Search/Match (CSUAD117)
Post Applications (CSUAD118)

3.1.4 External Test Score Processing

EAP Load External Data (CSUAD028)
EAP Search/Match (CSUAD029)
ELM/EPT Load External Data (CSUAD002)
ELM/EPT Search/Match (CSUAD003)
External Test Scores Load (SAD_TST_LOAD)
Search/Match/Post Test Scores (SAD_TEST_PST)

3.1.5 Financial Aid

FA Term Batch Processing
Create FA Term Driver Records (FAPTRMU1)
Build FA Term In Batch (FAPTRMU1)

Assign Budget Batch Processing
Select Students (FAPBDGTS)
Process Formula (FAPBDGTF)

Move Budgets to Students (FAPBDGTM)

Batch Mass Packaging

Select Students (FAPPKSEL)

Assign Plans (FAPPKASN)

Process Mass Packaging (FAPPKBKG)

Batch Authorization and Disbursement

Process Award Authorizations (FAPAUTHS)

Process Disbursements (FAPDISBS)

ISIR Processing

Process ISIRs (FAPSAR00)

Push NSDLS Data

Update Aggregates with NSLDS (SFA_NSLDSUPD)

3.1.6 Student Financials

Set Security (SFRSCVW)

Tuition Calc for All (SFPBCALC)

Enrollment Cancellation (SFPCLCAN)

3.1.7 Student Records

Repeat Checking (SRPCERTD)

Academic Standing (CSU_CAS_CALC)

Honor and Awards (CSU_CHA_CALC)

Special GPA Calculations (CSU_SPCGPA_1)

Special GPA Recalculations (CSU_SGR)

CSU Create Class Events (CSU_EVENTID)

Term Activation (SRTRMAC)

Appointment Processing (SRAPPT)

3.1.8 Remediation Processes

EPT/ELM Assignment (CSU_REM_01)

Milestone/Service Indicator Update (CSU_REM_02)

Milestone Completion (CSU_REM_05)

3.1.9 Consolidated Statistics

Take Term Stats Snapshot (SRPCCONA)

Consolidate Academic Statistics (SRPCCONP)

Recurring Term Snapshot (SRPCCONU)

3.1.10 System-wide Reporting

ERS Processing

ERSA Applicant Data Extract (CSUCO004)

ERSS Student Data Extract (CSUCO010)

3.2 Human Resources

3.2.1 Security Join Tables

Class Update (SCRTY_CLSUPD)

Operator Class Update (SCRTY_OPRCLS)

Transactional Refresh (SCRTY_SJTUPD)

Nightly Refresh (SCRTY_SJTDLY)

3.2.2 Person Data Updates

PERSON_DATA table refresh (PERS_REFRESH)

PERSON_DATA table update (HR_PERS_DATA)

ID Delete Process (HR_PER502)

Change/Delete PersonID process (HR_PER502)

3.2.3 Applicant/Job Index

Applicant Index (HRS_SRCH_IDX)

Job Index (HRS_JOB_AGNT)

3.2.4 Absence Management

Absence Management Process with the "Re-calculate All" option (GPPDPRUN)

3.2.5 Benefits Administration

Benefits Administration Process (CSUBAS Job)

3.3 Financials

3.3.1 General Ledger

Chartfield Combination Build (CSUCMBLD) ¹

3.3.2 Accounts Payables

Batch Voucher Build (AP_VCHRBLD)

¹ In general, the Chartfield Combination Build process should be run prior to the year-end closing period and not during year-end.