

Electronic Personnel Action Form (EPAF) Project Plan

Project Name: Electronic Approvals of Job Forms
Project Lead Area: SWOHR, HR Systems
Process Owners: MAU Personnel & Budget
Start Date: January 2008
Anticipated Completion Date: TBD

PROJECT OVERVIEW

This project will create a streamlined initiation and approval process for job activity changes including an electronic process to submit, route, approve, and apply job activity changes. This project will simplify the submission and approval process by automating submission of supporting data and documentation specific to each change reason as well as the approval routing for each specific reason. This process will utilize Banner EPAFs (Electronic Personnel Action Forms), Workflow and possibly On Base tools currently owned by UA.

PROJECT BACKGROUND:

HR currently creates/updates more than 80,000 base employee and job records each year, mostly via a manual data entry process. UA currently has about 60 reasons job data in banner must be changed. Each reason requires slight variations in the documentation required and routing for approvals all accomplished through a single "Job Form." Currently, PPA/CCCs must remember or research what documentation must be attached to the Job Form for each change reason and what routing for approval signatures is required for signatures for each change reason. Paperwork must be hand carried or mailed from department to department. Additionally, the process requires data to be looked up in Banner, manually entered into the job form, and then manually keyed back into banner. This process is confusing, time consuming, redundant and increases the chance of errors.

PURPOSE

To create a simpler, streamlined, and more efficient means of collecting, approving, and entering job changes into banner that increases efficiency, and data accuracy, and reduces the time cost of correcting data due to late paperwork and errors.

Goals:

1. Make process easier for Depts and PPA/CCCs
2. Simplified process
3. Streamlined process:
 - Fewer approvals
 - Fewer routing stops
4. Eliminate redundant steps
5. Less Paper
6. Better turn around time of job assignment changes
7. Maintain internal control of process

SCOPE

From the point a department knows about a need to change job and employment data through the approval and commitment of data in Banner to the commitment of associated deduction set-up changes for all job change reasons; electronic archiving will also be explored. The project will be developed and implemented in a phased approach.

BENEFITS

- Improved Efficiency
 - Reduces PPA time spent completing and managing paper Job Forms
 - Reduces MAU HR time spent keying job changes
 - Fewer routing stops during paperwork routing
 - Fewer delays while paperwork is in transit
- Improved Accountability
 - Easier to identify educational/disciplinary issues
 - Easier to create measurable metrics
- Increased Data Accuracy
 - automated entry in EPAFs
 - fewer entry steps (keying and filling in forms)
 - automated error checking
- Cost Savings:
 - Reduced time consuming processing of late paperwork
 - Reduced mailing, courier costs
 - Reduced paper usage and storage space needed
 - Reduced time spent correcting errors
- Improved Consistency/Standardization of process
- Improved security/confidentiality
- Improved customer services to departments and employees due to more efficiency means of researching changes in progress and past records
- Reduces learning curve needed to train PPA's and HR Techs
- Improved communication within UA community
- Reduced UA liability for late payroll by reducing late data entry due to late paperwork submission and routing delays.
- Enhanced Career development pathway for PPA/CCCs
- Increased compliance in records retention

PHASE I

Scope

Phase I will focus on Student Semester Assignment changes and Labor Distribution changes from the point the Department knows about the change through to the point that the job change is committed in Banner. Four new job change reasons will be created for Fall, Spring, Summer, and All Year student assignments. PPA/CCC's on Workteam as well as HR Tech's will pilot the process so which will reduce the amount of training needed prior to piloting.

Proposed timeline *(see also implementation process flow)*

DevelopmentStart: March 2008
Current and Improved Process Flow: April 2008
EPAF Development:April—July 2008
Workflow Development:.....April—July 2008
Testing:.....May—July 2008
Pilot (Student).....August—November 2008
Pilot (Labor).....September—November 2008
Roll OutDecember 2008—May 2009

PHASE II

Scope

Phase to will focus on Adjunct Assignments and Overloads Assignments from the point the Department knows about the change through to the point that the job change is committed in Banner. The new JRCs created for students will also be used for Adjunct Assignments.

Timeline

DevelopmentStart: March 2008
Current and Improved Process Flow: June—July 2008
EPAF Development:April—July 2008
Workflow Development:.....August—October 2008
Testing:.....October – November 2008
Pilot (Adjuncts & Overload) December 2008 – March 2009
Roll OutMarch—Sept 2009

PROJECT TEAM

<u>Name</u>	<u>Department</u>	
Carolyn Weaver	SWOHR	Project Manager
Lisette Richmond	GI HR	
Barb Stockwell	SW Budget	
Jennifer Youngberg	TVC-PPA	
Joan Harings	UAA Budget	
Kathy Ivie	UAA HR-Payroll	
Pam Jacobs	UAA HR-Personnel	
Kathleen Shepro	UAA: CAS-PPA	Back-up
Sabrina Haverfield	UAA: CAS-PPA	
Melanie Hagen	UAA: Kenai-PPA	
Betty Brookes	UAF Budget	
Patty Duvlea	UAF Budget	
Linda Armstrong	UAF HR/ SWOHR	
Jen Majors	UAF: Athletics-PPA	
Julie Vigil	UAS Budget	
Nancy Woods	UAS HR Personnel&Payroll	
Andrew Johnston	OIT	
Chris Young	OIT	Back-up
Dana Platta	OIT	
Cathy Earp	SWOHR	
Kelly Ott	SWOHR	
Sheri Billiot	SWOHR	
Vickie Gilligan	SWOHR	
Dennis Eames	SWOHR	Project Cord.
Kathy Ray	SunGard	EPAF Consultant

FUNDING

ACAS

BEST PRACTICES

To Be Determined:

CROSS APPLICATION ISSUES

To Be Determined: x

STAKEHOLDERS

MAU: Personnel
Budget
Grants
Payroll
PPA/CCCs
Departments
Provost/Vice Chancellors' Office
Deans/Directors
Financial Aid
Career Services-UAF
Employees

OIT
SWOHR: HR Systems
PBA

FUNCTIONAL GROUP(S): Responsible for:

Statewide HR (Systems)	Initial research and design Project Coordination System design and testing Documentation Training Design
Statewide HR (PBA)	Consultation and Advising
MAU Personnel	Process Design, Testing, Training
MAU Budget	Process Design, Testing, Training
Select MUA PPA/CCC	Process Design, Testing
MUA Payroll	Process Consultation

RELATED DOCUMENTS

Implementation Process Map-Draft
Current State Process Flows (*JCRs grouped by similar processes*)-to be developed
Improved State Process Flows (*JCRs grouped by similar processes*)-to be developed

RESOURCE REQUIREMENTS

Hardware: Possibly Workflow and On Base servers
(depending on capacity of current servers)

Software: Banner HR
Workflow
On Base (?)

Development and Testing Facilities: Butro 104

Spec Preparation for triggers, AA's: x

Programming: EPAFs Sungard HE (Kathy Ray)
Workflow Possible consultant TBA
OIT

Development and Testing Project Workteam

DEPENDENCIES

- Highest level of efficiency/effectiveness requires Workflow tool
- BPA (current and improved states) for each type of job change
- Review of required levels of approval may require changes to UA regulations and/or UA administrative procedures
- New security classes will need to be built/maintained
- ?Supervisor PCN data must be collected and entered into BHR (if supervisor e-approval required)
- ?May require restructuring of TKLs (if supervisor e-approval required)
- ?May require roll out of UA Online Supervisor Approval

Item No.	Task Desc.	Concurrent w/ Item No.	Dependent on Item No.
1	Data gathering	2	
2	Job Change Reasons	1	
3	Required Approvals	1	2
4	PBA flow for each reason		2, 3
5	EPAF Program	6	3
6	Workflow Development	5	4
7	Test EPAFs		6
8	Documentation	7	7
9	Training		8

RISK ANALYSIS

- *Acceptance/buy-in of the new process will require a good communication/marketing plan.*
- *Keeping email addresses up to date for notifications is critical.*
- *How will retroactive changes occur?*

- *Timeliness is critical. Need to encourage the timely processing. This will provide more data to also pinpoint timing issues, causes. Also may be able to build in late paperwork notifications to dept heads and HR directors with workflow.*
- *Size of organization and appropriateness with UAS and rural sites. They may function as both PPA and HR, which will require different security classes.*
- *Will need to identify any additional subsystems or applications that will need involvement (ex. Maximus)*
- *May impact sizing of Workflow & On-base servers*

TEST PLAN

- First round of testing will be completed by team members and HR Systems staff
- Second round of testing to include HR Techs
- Thirds round of testing to included selected PPA/CCCs not on team

METRICS FOR SUCCESS

TBD

COMMUNICATION PLAN

TBD

PPA/CCC participation in Implementation Team

PPA/CCC focus groups during development

TIME ESTIMATE