Status of HR Applications

Expediting First Paycheck
- Grad Division Bypass
- New Hire Checklist

Graduate Assistant Bypass
- Electronic checking on two criteria
  - Enrolled in Banner
  - Good academic standing
- Verification done whenever PNF printed
- Based on current semester data
- Post-Audits by Grad Div
  - Contact Grad Division for problem resolution
  - No PNFs sent to Grad Div

New “New Hire Checklist”

WorkatUH
- Public Site
  - Search by campus and job type/discipline
  - User signon with preferences
  - Email notification to user on availability

WorkatUH
- Administrative Site
  - APT – pull MQ/DQ info from PDG
  - Faculty & Execs – some restrictions
  - Info will be pulled when available
  - View active, pending, closed & deleted
  - Primary & Secondary PO approvals from Contact Info System
WorkatUH

- Miscellaneous
  - Current workatuh data to be transferred
  - Special processing for multi-level recruitment
  - Continuous recruitment processing
  - Email notifications based on preferences

Workatuh Status

- Continue to meet with users
- Civil Service Rainbows of Opportunities included
- Anticipated pilot testing to begin Sept-Oct, 2008

Reminder ! !

- Computer assists in the process
- Computer DOES NOT replace the thinking or responsibility of the AO/PO

CURE

- Consolidation of University Records of Employees
- Include Overload and Casual employees in PeopleSoft

Workflow (ITS)

- Similar to current Contact Info System
- Driven from PeopleSoft position panel
- Electronically route all documents (ie., Leave, E-travel, BroadBand, etc.)
- Provides for alternate approvals
- Future - Magic In-Box of all pending documents

Workflow Status

- Processing in current version too slow
- ITS working to make current version faster
- Delayed - awaiting new version; anticipated pilot testing to begin 4th Quarter 2008
Leave Features

- **New Electronic Features**
  - Provisions of CB, HRS, UH Policy
  - Tracking of leave share maximums
  - Routing of approvals with alternates
  - Leave taken and approved by appointment
  - Accruals by appointment
  - Forecasting of future leave requests

- **Leave Status**
  - Awaiting ITS decision on workflow timeline
  - Development continues
  - Anticipated release determined by availability of workflow application

- **Email Notification Options**
  - #1 - Sent with each leave request
    - Possible abundance of emails in In-tray
    - Immediate notification requesting action
  - #2 - Daily Summary at end of each day
    - Email accumulation if supervisor on leave
    - No immediate approval available
  - #3 - Single Email for pending actions
    - Sent with first request if no outstanding requests
    - Subsequent emails stopped for the day until approvals done
    - At midnight, email generated if pending requests
    - If request is for today or tomorrow, pop-up window reminding employee to directly contact (e.g., email, phone, etc.) supervisor to obtain approval

- **Example – Day 1**
  - Employee 1 submits leave; single email
  - Employee 2 submits leave; no email
  - Employee 3 submits leave; no email
  - Supervisor approves all awaiting actions
  - Employee 4 submits leave; single email
  - Employee 5 submits leave; no email

- **Leave Features (continued)**
  - BU1 accruals computed daily
  - Spanning over multiple months
  - Immediate availability of balances
  - Retroactive transaction adjustments
  - Generate Form 7
  - Computations handled for multiple appts
  - Comp time tracked (Limit of 240 hrs)
Example - Day 2

- End of Day; Midnight notifications sent
- Employee 6 submits leave; no email
- Supervisor approves all awaiting actions
- Employee 7 submits leave; single email
- Employee 8 submits leave; no email

Electronic Transmission to ERS

- No hardcopy PNFs to be sent
- PeopleSoft transactions sent to ERS
- Change in PeopleSoft concept
  - Approve final PNFs rather than individual suspended actions

ET to ERS (status)

- Status
  - Initial file under development
  - Bi-monthly subsequent file specs to be determined
  - Continue to send PNFs until notified

New Applications (Only Ideas)

- Conversion of PeopleSoft to 6 digit account codes
- Electronic transmission of PNFs to UH Payroll Office

Convert Account Codes to 6 Digits

- Consistent between SCOPIS and P/S
- Departmental processes may remain unchanged
- 6 digits derived from 14 digits
  - 123 458 plus campus code U uniquely identifies G 08 333 F 123 U 458

Job Earnings Distribution Panel

- User enters
  - GL Pay Type
  - Campus (default based on EAC)
  - 6-digit account code
  - Percent
- PeopleSoft will display
  - Equivalent 14 digit account code
  - Fiscal Officer Code
### Pay Type and Account Code Distribution

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<th>NTE Date</th>
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### Electronic Transmission of PNFs

- **Concept Change**
  - Approve Final PNF rather than suspended rows
  - No hardcopies to be accepted by Payroll
  - Only last Final PNF for pay period transmitted to Payroll
  - Invalidating Final PNF will re-suspend rows
  - Voids/Changes only for actions outside of pay period

- **Benefits**
  - No hardcopies need to be sent to ERS
  - Secure transmission of PNF data
  - Automatic approval of suspended rows
  - Consistent with ET of data to ERS
  - Maintain own departmental processing