

Status of HR Applications

August 2008

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"

DOCUMENT CHECKLIST	EXEC	FAC	APT	GA	LEC	CASUAL
***** TO INITIATE PAYROLL *****						
PNF/Form 6 with valid SSN - (See schedule of payroll deadlines) (Note #1)						
H-10-4, Emp's Withholding Allowance & Status Cert - Hawaii (Attached to PNF) (Note #2)						
W-4, Emp's Withholding Allowance Certificate - U.S. Treasury (Attached to PNF) (Note #2)						
***** WITHIN 3 DAYS OF HIRE DATE *****						
H-9, Emp Eligibility Verification (With attachments) (Note #3)						
***** AT START DATE (WHEN EMPLOYEE PHYSICALLY REPORTS TO WORK) *****						
Valid Tuberculosis Clearance Certification for Employment (See A0-520) (if applicable)						
FORMS SHALL BE COMPLETED ASAP, BUT NO LATER THAN 30 DAYS OF HIRE DATE						
EMPLOYEE FORMS (FOR EMPLOYEE TO COMPLETE & SUBMIT TO HR OFFICE VIA PROGRAM)						
Photocopy of official Social Security Card (Note #4)						
D-40, Salary Assign/Cancel - State of Hawaii, Bank Assignment - (See schedule of payroll deadlines) (Attached to PNF) (Note #5)						
ECAB-1, ERS Membership Enrollment Form (Note #6)				NA		NA

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

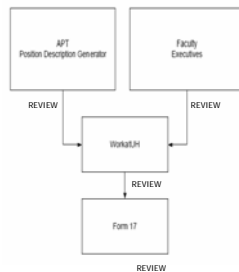
- Miscellaneous
 - Current workatuh data to be transferred
 - Special processing for multi-level recruitment
 - Continuous recruitment processing
 - Email notifications based on preferences

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 Features

- New 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)

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

Email Notification Options

- #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 (eg., 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

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

Job Earnings Distribution | UH CIS Data | NTE Job

Yamada, Steve Employee EmpID: 12345678 Empl Rcd#: 0

Earnings Distribution Type
Effective Date: 07/01/2008 Effective Sequence: 1 Job Indicator: Primary Job
Action / Reason: Pay Rate Change CHANGE TO NEW SALARY SCHEDULE Future

Compensation Rate: 2,000.00 Work Period: W Weekly
Comp Freq: M Monthly

Earnings Distribution Type: By Percent

GL PAY	CAMP	Acct Cd	Distr %	Stp/Diff	Full Acct Code	FO Code
BASER	B	123456	100.000		G08333F123B458	234
STADM	B	234458	100.000	130.000	F08444F234B458	345

Job Data Employment Data Earnings Distribution Benefits Program Participation

PNF Generation Panel

UH PNF Yamada, Steve T Employee EmpID: 12345678 Empl Rcd#: 0

Enter SUS actions Date from 06/17/2008 to 06/17/2008 Select: Draft Document Doc no:

SSN: 123-45-6789 Payroll number: F67 Warrant distribution: 005 Birth Dt: 01-01-80
 Gender: U Marital Status: U Highest Education: B Military Status: 2 Citizenship Status: 1
 Retirement Code: 1 H Island Code: 2 Fed Exempt: 5 State Exempt: 10
 UH Appt dt: 01-01-30 Appointment From: To: 1

Suspended Records
07/01/2008 PAY 420 SUS 07/01/4008 0080094

Account Codes	Find	View All	First	1 of 1	Last
BASER B 123458 100.000 G08333F123B458 234					
STADM B 234458 100.000 F08444F234B458 345					

PNF Maintenance Panel

Uh Pnf Data 1 | Uh Pnf Data 2 | Uh Pnf Data 3 12345678 New Window

Yamada, Steve T EmpID: 10362514
Doc no: 0 Dept: 22502130 OFF HUMAN RESOURCES

Pay type	Account code	Percent	Semi-mo	Nte date	Position no
BASER	G08333F123B458	1.00000	2,000.00	0080094	234
STADM	F08444F234B458	130.00	06/15/08	0080094	345

Earning Distribution

Pay Type	Account Code	Percent	Semi Month	NTE Date	Position No	FO Code
BASER	G08333F123B458	1.00000	2,000.00	0080094	234	
STADM	F08444F234B458	130.00	06/15/08	0080094	345	

Remarks:

Print PNF ("New")

PNF (Account Distribution)

CURRENT PANEL:
 Annual: 24,000.00 BU: 88
 Semi-mo: 2,000.00 FTE: 1.00000

Pay Type	Account Code	Percent	Semi month amt	NTE Date	Position Number
BASER	G 00 132 F 134 A 180	1.00000	2,436.00		0080094

PROPOSED CHANGE:
 Annual: 24,000.00 BU: 88
 Semi-mo: 2,000.00 FTE: 1.00000

Pay Type	Account Code	Percent	Semi Month	NTE Date	Position No	FO Code
BASER	G 08 333 F 123 B 458	1.00000	2,000.00	0080094	234	
STADM	F 08 444 F 234 B 458	130.00	16/15/08	0080094	345	

- ### 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

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