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# GT ePAF Solution

## Managing Personnel Actions with Electronic Forms

**Date:** 3/8/2006  
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## INTRODUCING THE GT ePAF SOLUTION

The GT ePAF Solution is an exclusive product of Gideon Taylor. It is a proprietary solution for automating the Personnel Action form that is common in most companies running HRMS applications. The GT ePAF Solution consists of two parts: GT eForms, and ePAF.

GT eForms is a bolt-on electronic forms toolset for PeopleSoft applications. GT eForms provides a flexible framework for developing electronic forms, where business analysts can control the business process flow in setup tables, with minimal technical intervention. GT eForms allows for completely adaptable approval steps, email and worklist management, step-based navigation and seamless integration into delivered PeopleSoft components.

GT eForms applications reside in PeopleSoft and use native PeopleTools technology, including workflow, security, application messaging and component interface. This allows native access to PeopleSoft data, valid values and processes, leveraging your existing PeopleSoft investment.

*Using GT eForms, companies can take any paper form and turn it into an efficient, secure and effective electronic form.*

ePAF is a set of eForms that process personnel actions. Typically among the most complex and error-prone of business processes, personnel action processing with ePAF becomes streamlined, manageable and efficient. Built on the flexible, adaptable power of the GT eForms toolset, ePAF can be customized to fit the client's unique way of managing personnel actions. Most of the periodic changes in the PAF business process can be implemented by business analysts, with very little technical effort.

ePAF will help clients eliminate the hassles and delays that are normally associated with personal action forms. Starting from a generic ePAF template and following our design methodology, customizing ePAF for you will realize huge savings in time and expense over building a similar workflow solution from scratch. ePAF will:

- Replace manual paper processes, thereby reducing cost
- Distribute workload – departmental staff can originate personnel actions directly, allowing central HR to merely review, correct and approve the actions. Supported actions include new hires, promotions, data changes, rate increases, transfers, retirements, leave of absence requests and terminations.
- Allow new forms and form functionality to be readily added.
- Provide automatic tracking of the forms as they move through the business process.
- Allow for completely customizable approval steps, email and worklist management, step-based navigation and seamless integration into delivered PeopleSoft components.

## PROPOSED SOLUTIONS

Gideon Taylor will provide a professional staff of technical and functional consultants with an in-depth knowledge of the GT eForms framework. Our consultants are experts in designing and engineering electronic business processes while ensuring client needs are met. In addition to their GT eForms experience and expertise, all our consultants have had extensive functional experience with PeopleSoft applications.

Our consultants will work with your organization to perform a thorough analysis of your organizational needs to determine the scope of the project and map design specifications for your GT eForms implementation. Next, we will install the GT eForms framework and begin developing your form processes. Finally, following rigorous testing, we will prepare your team for implementation. Throughout this entire process, your technical and functional staff will be trained and given hands-on experience, investing your team with the skills and knowledge to create and implement other forms.

## GT eForms / ePAF PRICING

The pricing philosophy for GT eForms is that of a pre-packaged consulting investment. All workflow implementations require custom development. GT eForms significantly reduces the cost and extent of that development by providing an extensive development framework up-front. It is like starting a workflow project with the development half-complete.

Pricing is structured to make possible a complete, short-term return on investment with the first major GT eForms-based project. Licensing allows for additional eForms projects to be undertaken without additional licensing costs, for even faster ROI.

In keeping with the consulting product philosophy, support and maintenance are provided on an hourly basis. **There are no annual maintenance fees.** Reasonable access will be granted to our library of electronic forms, as developed at other clients, free of charge, in return for license to redistribute forms developed by the client. Major new releases of the GT eForms product will have an associated license fee, discounted to the extent functionality for the new release was developed in client-funded projects.

Our eForms library includes the forms that make up ePAF, as implemented for our clients. Since every ePAF installation will be different depending on each client's unique business processes, new clients choose an existing set of ePAF forms that are closest to their needs, and then we will use those forms as a starting point to develop a custom ePAF solution.

Put simply, what you pay to license is GT eForms. ePAF is included, along with all other eForms solutions that are in or will be added to our eForms library.

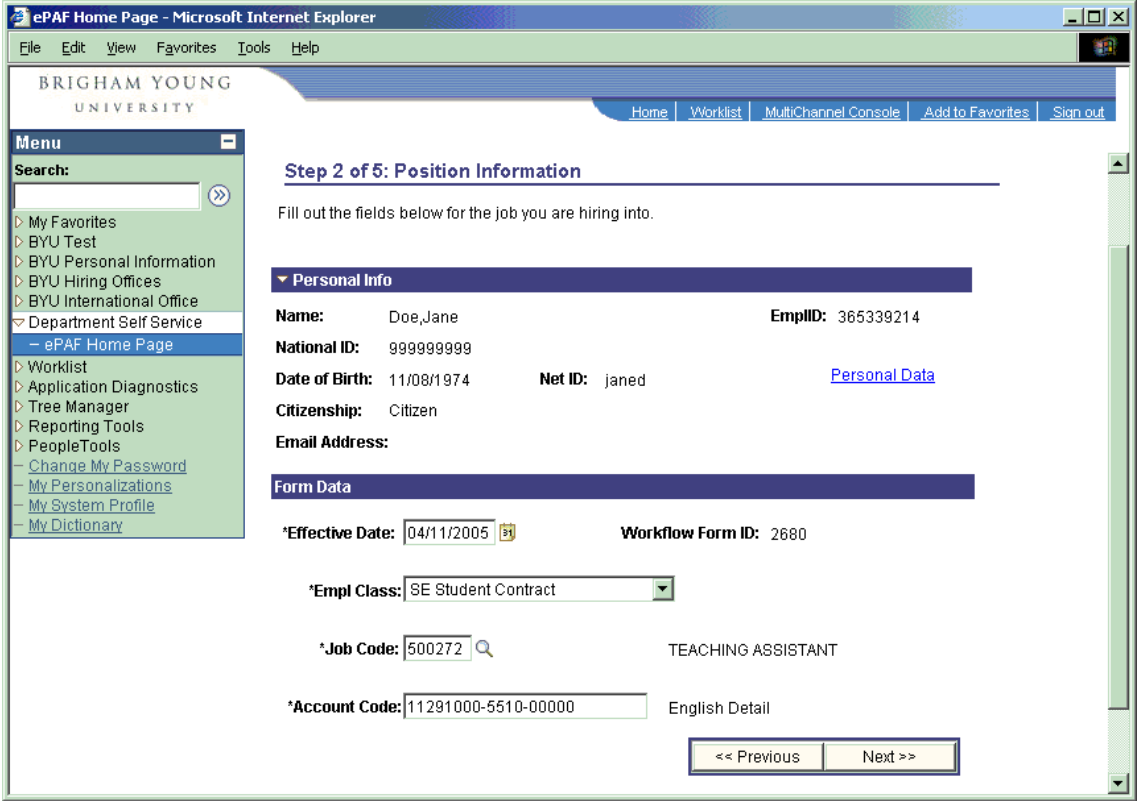
The license includes:

- Current release of the GT eForms framework
- Code for a basic ePAF installation
- 160 hours of on-site Planning and Analysis consulting (expenses paid by client)
- Project Scope Analysis document
- Full technical and functional GT eForms documentation
- Free access to eForms Library
- License to create unlimited eForms
- License to use eForms across multiple PeopleSoft products (HCM, Financials, Student Admin, CRM, etc.)
- Remote and/or on-site support at an hourly rate

# THE ADAPTABLE SOLUTION

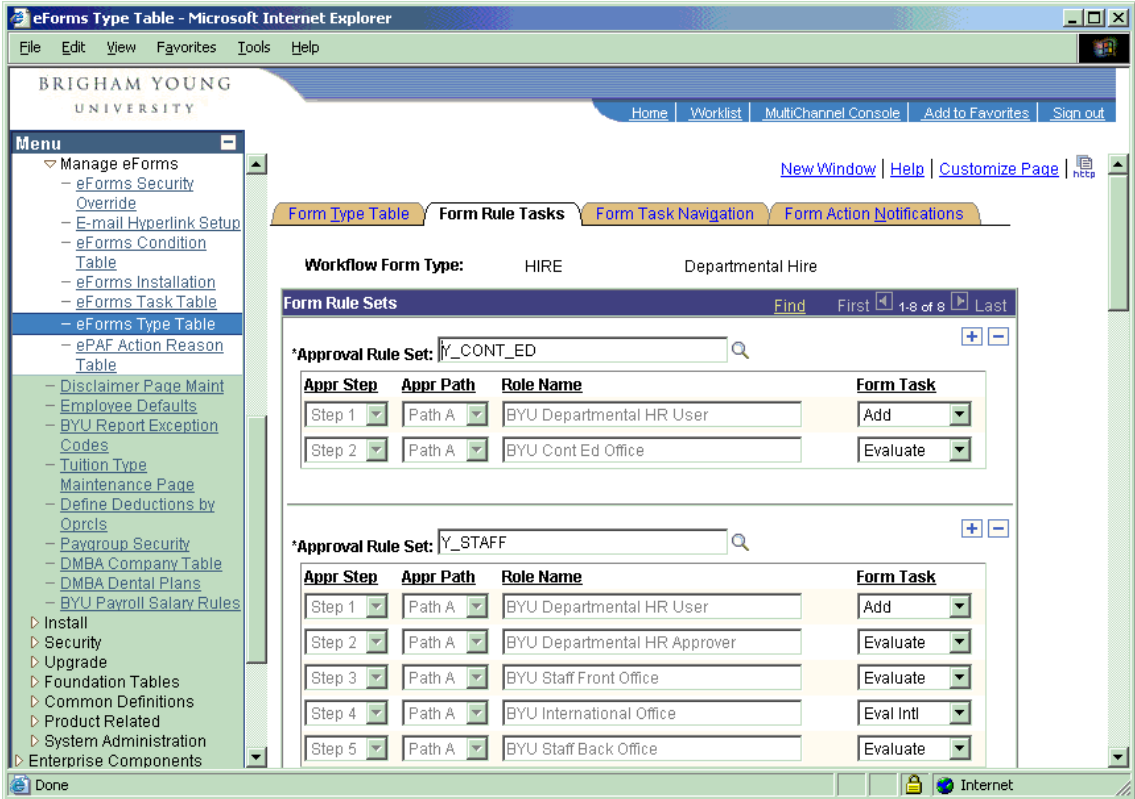
GT eForms uses proprietary configuration tables that business analysts populate with your rules to present the appropriate pages in an order specified by your requirements. The business analyst can easily design how the business process unfolds and can modify it as necessary.

The interface design is similar to other PeopleSoft eApps, conforming to best practice standards and providing a consistent look and feel. Below is an example from Brigham Young University's Hire process. This particular page was designed by their business analyst to collect job information important in their hiring process. In eForms projects the pages are created by a developer, but after they are created, the business analyst can control the order in which they are displayed.

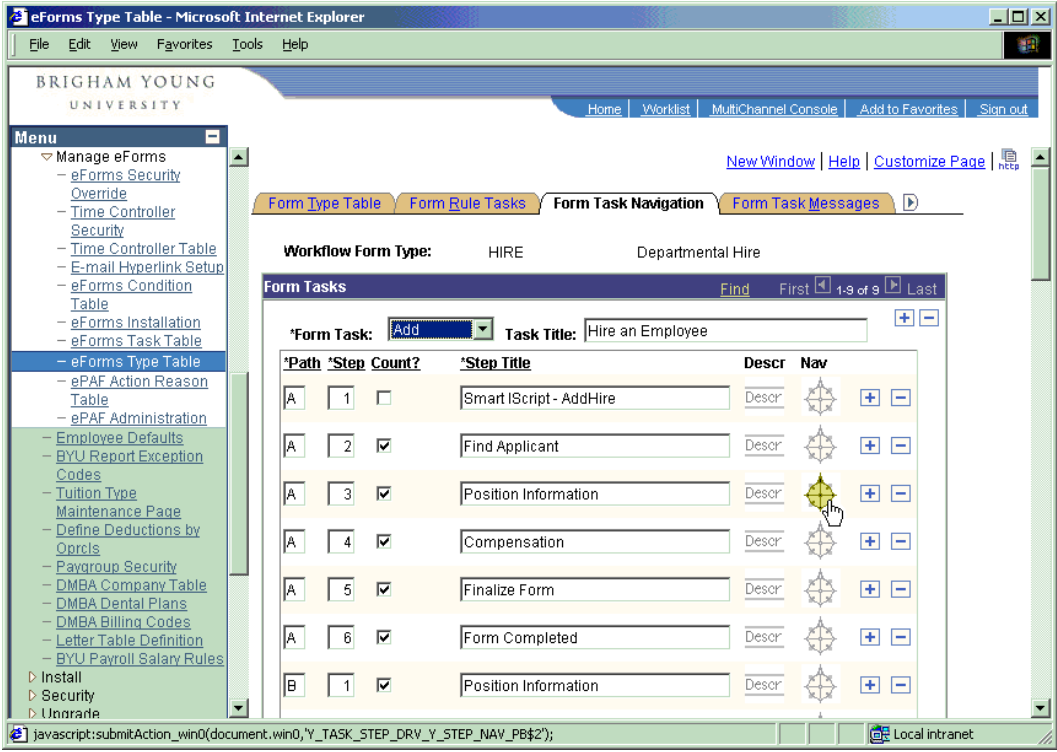


Now we will look at how this page becomes part of the whole Hire business process, which is defined in setup tables that are part of the GT eForms framework. The business flow of the Hire eForm can be developed, maintained and updated by functional staff, including who sees it, what pages they see in what order and what notifications are sent.

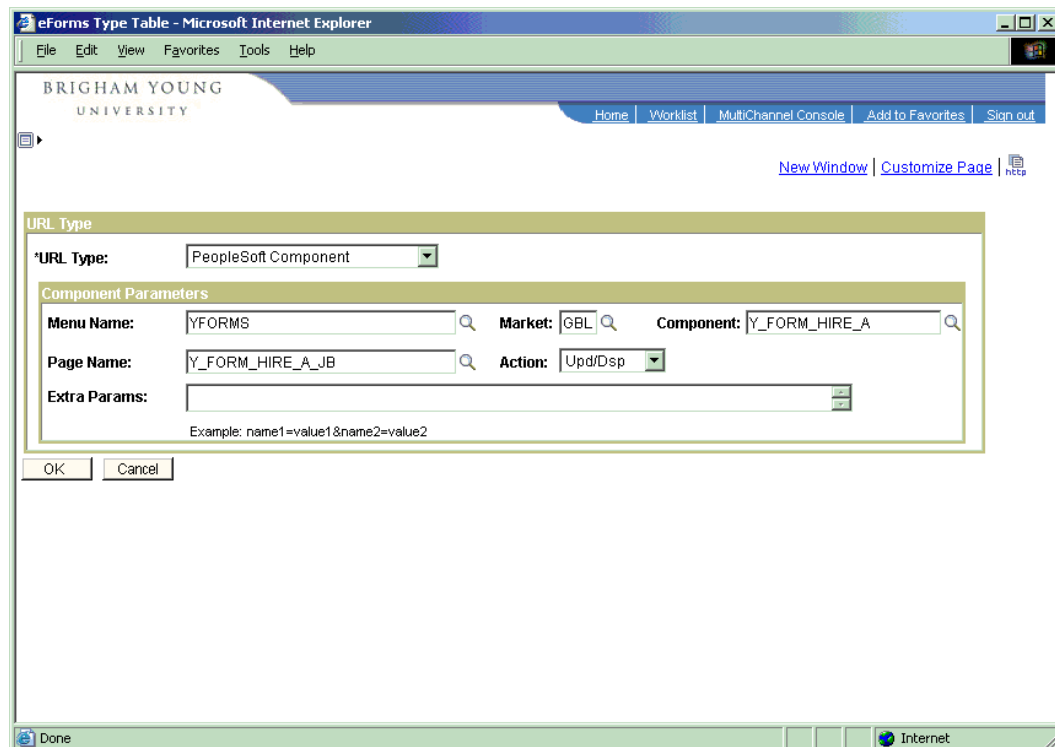
The GT eForms setup table configuration and management of the business process is seen below. On this page, we see two approval paths (Approval Rule Sets) used by BYU's Hire Form: Y\_CONT\_ED (for Continuing Education hires) and Y\_STAFF (for Staff hires). Each approval path is a list of user roles that participate in the approval. Here a business analyst can specify what Form Task is performed by each approver role in the forms approval process. Form Tasks determine what pages the approver sees (or steps the approver must go through) and what actions they can take.



On the following page, the business analyst can specify what Steps, or pages, comprise each Form Task. This shows the steps for the Add task, which the BYU Departmental HR User role walks through to create a new Hire ePAF. Step three corresponds to the Position Information page filled out by the Departmental HR User (page shown previously).



Clicking the Nav icon allows us to specify what page will actually be used for this Step. Here the routing is entered for the Position Information page shown previously.



These pages illustrate how the navigation for the Hire process is completely defined in setup tables. Changing the page order, or which pages are displayed for which participants, can be accomplished without programming changes! Navigation is just one of the aspects of an eForms business process that is controlled by setup tables. Setup table-based control means that eForms solutions are faster to implement and more easily maintained and expanded.

## GT eForms / ePAF VALUE PROPOSITION

Brigham Young University implemented ePAF as part of their HRMS 8.8 upgrade, which went live in April 2005. They were upgrading from PeopleSoft HR 7.5, and a partially automated PAF process (they had department-level data entry with a paper/manual approval process). ePAF has, simply put, revolutionized their business process.

Here are some of the benefits that the ePAF implementation has brought them.

	Legacy Process	ePAF
Average processing time from submission to system entry	4 days	1 day
Number of on-call employees needed during peak periods	2-5 full time workers for 6 weeks per year	None
Average number of students visiting the Student Employment Office during peak periods	7100	2500
Average wait time in lines at hiring office during peak periods	30 – 45 minutes	1 – 2 minutes
Time lost due to system delays during peak periods	5 hours per week	None
Number of filing cabinets necessary for paperwork	7 cabinets	1 cabinet (used to file I-9's)
Cost to hiring office for paper and filing cabinet supplies in preparation for peak periods	\$4000	\$200

## CONTACT US

Gideon Taylor can also perform a live webcast for your organization to demonstrate GT eForms and ePAF. Please contact us at [inquiries@gideontaylor.com](mailto:inquiries@gideontaylor.com) to schedule.