

# **PAFs Gone Paperless: Using Workflow for Distributed Electronic Hire Requests**

**Session #10741  
March 24, 2005**

**HEUG 2005 Conference  
Las Vegas, Nevada**



# Presenters

---

## Alisha Steere

Assistant Product Manager  
PeopleSoft HCM Upgrade



## Paul Taylor

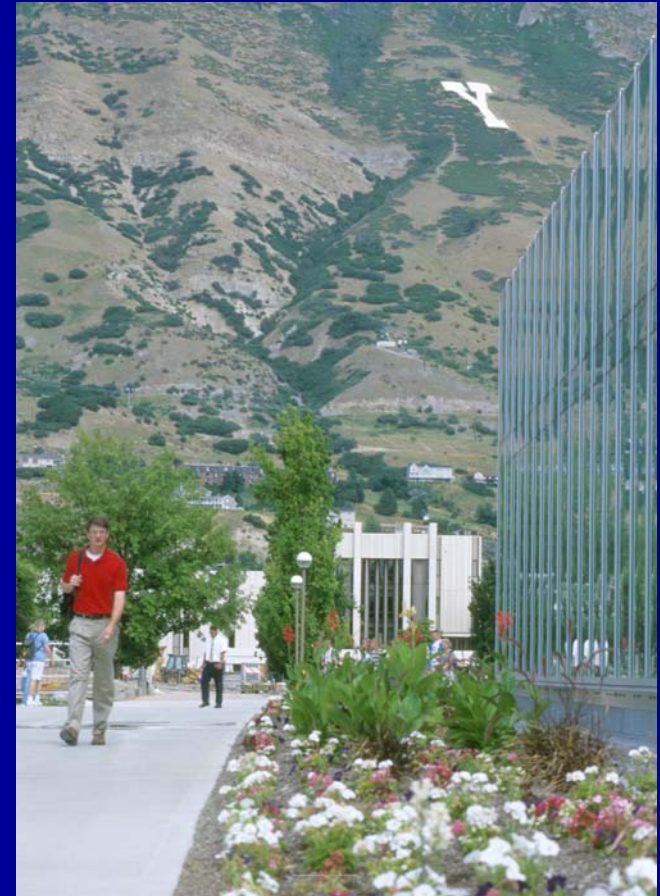
Technical Consultant  
PeopleSoft HCM Upgrade



# Brigham Young University Facts

---

- Private university sponsored by the Church of Jesus Christ of Latter-day Saints
- 30,000 day-time students
- 18,500 Campus employees – 4,100 Full-time and 14,400 Part-time (13,000 students)
- Implemented PeopleSoft HCM 7.51 in December 2001
- Upgrade to PeopleSoft HCM 8.8 “go-live” in April 2005



# Agenda

---

- Paper vs. Electronic
- Benefits – Centralized and Decentralized Process
- Demonstration
- Review

# Paper vs. Electronic



# What can we do with paper?

---

- Fill it in
- Move it around
- Get signatures/approvals
- Add notes or comments
- File and store
- Retrieve and review

# What can't a piece of paper do?

- Check itself for errors
- Carry itself around
- Know where to go
- File itself
- Provide instant and accurate retrieval
- Enter itself into the system
- Back up and secure itself



# Benefits:

Centralized and Decentralized



# The key question is . . .

---

## Who deals with the Job Data component?



# Centralized

---

- **Central Review - Greater controls and less chance for error**
- **Simplified training – Only have to train a few on Job Data Component**



# Decentralized

---

- Distribute workload – reduce central office data entry
- Edits at the department level
- Quality of service
  - *Faster turnaround*
  - *Ability to track processing*
  - *Electronic archival*



# The BYU Approach

---

Have our cake and eat it too!



# Benefits

---

- **Benefits of a centralized process**
  - Central Review/Control
  - Simplified training
- **Benefits of a decentralized process**
  - Distribute workload
  - Edits at the department level
  - Quality service
- **Paper replacement (reduction in cost)**
- **Functional control of business process**



# Live Demo



# Review



# What can we do with paper?

---

Did we do it with ePAF?

- ✓ Fill it in
- ✓ Move it around
- ✓ Get signatures/approvals
- ✓ Add notes or comments
- ✓ File and store
- ✓ Retrieve and review



# Plus . . .

---

- ✓ Check itself for errors
- ✓ Carry itself around
- ✓ Know where to go
- ✓ File itself
- ✓ Provide instant and accurate retrieval
- ✓ Enter itself into the system
- ✓ Back up and secure itself

# QUESTIONS?



# Contacts

---

## **Alisha Steere**

Assistant Product Manager  
PeopleSoft HCM Upgrade Project  
Brigham Young University  
E-mail: [\*alisha\\_steere@byu.edu\*](mailto:alisha_steere@byu.edu)

## **Paul Taylor**

Technical Consultant  
PeopleSoft HCM Upgrade Project  
Gideon Taylor Consulting LLC for  
Brigham Young University  
E-mail: [\*paul@gideontaylor.com\*](mailto:paul@gideontaylor.com)



**This presentation and all HEUG  
2005 presentations are available  
for download from HEUG Online**

**<http://heug.org>**

