

Turning Your Paper Processes Electronic: Is it really worth it?

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Your Presenters

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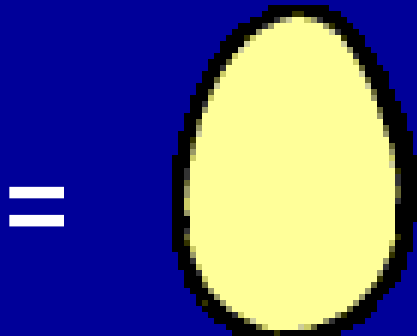
Overview

“Electronicizing” your business processes



Overview

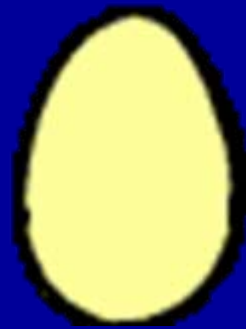
All for the “Golden Egg”



- ~ Latest trend in technology
- ~ Ease of use for end users
- ~ Decreased error rate
- ~ Decreased processing time
- ~ Flexibility
- ~ Decrease in paper costs

Overview

Is it all it's cracked up to be?



Agenda/Contents

- **Brigham Young University Overview**
 - Before “Electronicizing”
 - Project Summary
 - The Golden Egg
 - Impact
- **University of Florida Overview**
 - Before “Electronicizing”
 - Project Summary
 - The Golden Egg
 - Impact
- **Summary/Q&A**

Brigham Young University Facts

- Private university sponsored by the Church of Jesus Christ of Latter-day Saints
- 30,000 students
- 18,500 Campus employees – 4,100 Full-time and 14,400 Part-time
- Upgrade to PeopleSoft HCM 8.8 in April 2005
- Implemented GT eForms/ePAF for part-time employees in April 2005
- Scheduled to go-live with ePAF for full-time employees Spring 2006



Before

- Paper process

- Department determines fields to enter
- Department obtains signatures
- HR receives paper & enters data online

- 1/2 Paper, 1/2 Electronic Process

- Department enters information online
- Department determines transfer, reclassification, new hire, etc.
- Department prints and obtains signatures
- HR receives paper and verifies signatures
- HR pulls up request electronically & pulls to job data
- HR determines action/reason & saves

Project Summary

- **Duration** – approximately 6 months, including framework development
- **Scope** – hire, job change, and termination actions for part-time employees (80% of total employee population)
- **Project Staffing** – Technical 1.5 (Consultants), Functional 3.5 FTE
- **Application Impact** – installation of GT eForms framework, no additional hardware/software needed, minimal modifications to delivered functionality, little database impact

Project Summary

- **Security Impact** – 3 weeks gathering data from departments about who will fill roles, extensive review of existing row-level security, creation of ePAF security override table
- **End User Training** – six weeks of large-group demo or small group hands-on sessions lasting 1 hour or less, training 800 employees
- **Go-live** – campus-wide rollout, processed nearly 10,000 PAFs in 1 month!!

The Golden Egg

Live Demo

Impact

	Before	After
Average processing time from submission to system entry	4 days	1 day
Number of on-call employees needed during peak periods	6 FT work for 6 weeks	1.5 Only needed for 2 weeks, saving over \$9000 annually
Average number of students visiting the Student Employment Office during peak periods	7100	2500

Impact

	Before	After
Delay in HR Office processing during peak periods	Up to 2 weeks	Up to 2 days
Length of training session for new users	4 hours	1 hour
Number of filing cabinets necessary for paperwork	14 cabinets	3 cabinets used for I-9's and contracts
Cost to hiring office for paper and filing cabinet supplies in preparation for peak periods	\$4000	\$200

University of Florida Facts

- Public university sponsored by the State of Florida (though managerially divested from the state)
- 48,000 students
- 30,000 Campus employees – 15,000 Full-time and 15,000 Part-time
- Implemented PeopleSoft HCM 8.8 in June 2004
- Implemented GT eForms/ePAF for All employee types in March 2006



Before

- **Paper process**

- Department determines fields to enter
- Department obtains signatures
- HR receives paper & enters data online

- **PeopleSoft Workflow Electronic Process**

- Department enters information in Job Data with Hiring Matrix of fields to enter for each salary admin plan
- Department determines action/reason combination from 100+ page guide
- System automatically future dates row with a 9999 year
- Department goes to another page and initiates workflow
- Level 1 receives workflow and approves, initiates workflow
- HR reviews job data, changes effective date, adds row

Project Summary

- **Duration** – 3 months, 2 months development (working from BYU's development)
- **Scope** – hire, job change, leave, termination, additional pay, and leave cash out actions for all employee types
- **Project Staffing** – Technical 2.5 FTE (1 consultant), Functional 3.0 FTE (1 consultant)
- **Application Impact** – installation of GT eForms framework, no additional hardware/software needed, minimal modifications to delivered functionality, little database impact

Project Summary

- **Security Impact** – review of existing row-level security, creation of ePAF security override table
- **End User Training** – seven weeks of small group hands-on sessions lasting 3 hours, training 1200 employees
- **Go-live** – phased rollout over seven-week time period

The Golden Egg

Live Demo

Impact

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LIVES!!

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Impact

- **Anticipate significant decrease in error rate — previously at 70%**
- **Processed 100 forms in first two weeks with few errors**
- **Significant decrease in training time – previously required 7-hour session, now 3 hours**

Summary



Was it really worth it?

Questions?

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