

University of Houston GT eForms and ePAF™ Implementation

Project Information

Overview

This was a GT eForms and ePAF™ implementation for a large university with over 14,000 active employees. The project was completed within six months and within budget. The complexity of the project was the action/reason logic, update to existing job grid, deleting future dated rows with a hyperlink on the page to notify the evaluator, and auditing form changes. Over 1600 forms were processed in the first eight weeks of the system.

Gideon Taylor Consulting

- Assisted in Project Management including managing the project plan, change log and issues management.
- Provided functional expertise in GT eForms and ePAF™ to guide the University through business process analysis including documentation of the workflow, defaulting rules and security.
- Provided functional support for testing, training and implementation of the ePAF™ forms.
- Provided Technical expertise in GT eForms framework, ePAF™ form creation, workflow, component interface and application messaging.
- Provided knowledge transfer in the areas of GT eForms framework, developing forms, workflow, and setup table maintenance.

System

- PeopleSoft HRMS (8.9)
- PeopleTools (8.46)
- Oracle Database

GT eForms and ePAF™ Forms Implemented

- Hire Form
- Job Change Form
- Change Employment Status Form
- Additional Pay
- Attachments

Component Interface System Updates

- Personal Data – Person, Name, Additional Name, Address, Personal Identity, Disability
- External System
- Identification Data
- Job Data
- Additional Pay

Technology Enhancements

- **Attachments** – developed the ability to upload multiple attachments on all form types for the Add, Update and Evaluate tasks. User is able to view attachments on the View and View Archive tasks.
- **Form Auditing Options** – developed a setup page to be used by form type to set which form fields will require a comment when a value changes via the Update or Evaluate Task. An audit of the change is also automatically inserted.
- **Form Type Expressions** – enhanced the form type table so queries, sql or methods can be used on the Form Rule Tasks and Form Rule Navigation.

GT eForm Users

- 142 Initiators
- 83 Department/College Evaluators
- 1 VP Evaluator
- 15 HR Evaluators
- 2 Payroll Evaluators
- 1 Financial Aid Evaluator
- 1 Grad Studies Evaluator
- 7 GT Administrators
- 1 HR View Only

Statistics on eForm usage and time to process

Six months after the ePAR forms went live at UH

- 432 Additional Pay forms have been process with an average time from initiation to system update 3.74 days.
- 4,620 Hire forms have been process with an average time from initiation to system update of 8.77 days.
- 1,479 Job Change forms have been process with an average time from initiation to system update of 5.86 days.
- 2,100 Change Employment Status have been process with an average time from initiation to system update of 2.61 days

About Gideon Taylor

Gideon Taylor, headquartered in Pleasant Grove, Utah, is a PeopleSoft custom solutions provider for business, education and government organizations. Our mission is to revolutionize business processes through the use of automation and advanced technology. Our vision is to help businesses create solutions that realize the full value of their ERP technology platform investments.

GT eForms is a bolt-on electronic forms toolset for PeopleSoft applications. GT eForms provides a flexible framework for developing electronic forms. GT eForms dramatically reduces the time and manpower required to process forms from initiation to entry into the system

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.