

# University of Houston

## GT eForms and ePAF™ Phase3

### Project Information

#### **Overview**

University of Houston Phase 3 project was to expand upon the successful use of GT eForms and ePAF™ for their 14,000 active employees.

The project team developed the following eForms:

- ePOI to assist in adding Persons of Interest
- eI-9 enabling the HR department to have a paperless I-9 process
- An interface to the PeopleAdmin system to reduce redundant data entry
- ePAR Faculty workflow
- ePAR workflow for UH Downtown and UH Victoria
- Benefits Automated Enrollment and Termination
- ePRF, Position Request form
- eRAF, Suspense Reallocation form
- Assist in PeopleTools 8.49 and Oracle 10g Upgrade

The project was completed in seven months and on budget.

#### **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 (8.49)
- Oracle Database (10G)

#### **GT eForms and ePAF™ Forms Developed**

- Faculty ePAR – Hire, Job Change, Termination, Additional Pay
- UHD and UHV ePAR – Hire, Job Change, Termination, Additional Pay
- eForms Home Page

- Person of Interest (ePOI) and User Profile Creation
- Employment Eligibility Verification (el-9)
- PeopleAdmin (OJS) Interface
- Benefits Automated Enrollment/Termination
- Position Request (ePRF)
- Reallocation/Suspense (eRAF)

## **Component Interface System Updates**

- Personal Data – Person, Name, Additional Name, Address, Personal Identity, Disability
- Additional Pay
- Maintain POI
- Position Data
- Job Data
- Department Budget
- Benefit Plans – Leave and Retirement

## **GT eForm Users**

- 264 Initiators
- 116 Department/College Evaluators
- 1 VP Evaluator
- 36 HR Evaluators
- 14 Payroll Evaluators
- 4 Financial Aid Evaluator
- 2 Grad Studies Evaluator
- 12 GT Administrators
- 18 HR View Only

## **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.