

University of Florida ePAF™ ROI Analysis

The University of Florida conducted an internal ROI (Return on Investment) Analysis on GT eForms and ePAF™ one year after implementation. The purpose of the University's study was to measure the actual impact of the project in terms of financial savings as well as improved processes. The following is a brief summary of the results of this study:

The advantages of the new system have been remarkable. By implementing ePAF™ the University accomplished the following in one year:

- **Realized a savings of over \$342,000**
- **Reduced data entry time by 75%**
- **Decreased the payroll error rate from 68% to 1%**
- **Improved the turn-around time of completed human resource transactions by 38%**
- **Increased productivity of staff entering and processing by 47%**
- **Reduced HR administrative transactional work load by 75%**

The University of Florida ePAF™ team won a **2007 State of Florida Davis Productivity Award** and was nominated for the **2007 National CUPA-RH SunGard Award**.

Other Study Results

Improved Form Efficiency – The electronic Personnel Action Forms that replaced the current practices are shorter, generally only 1-3 pages compared to the previous 12.

Reduced Cycle Time – From origination to execution, ePAF™ has significantly reduced cycle time. It is not uncommon to see an ePAF approved and executed in less than 24 hours.

Increased Productivity – Central HR offices can now spend time reviewing the validity of human resources actions.

Simplified Accessibility – Departmental administrators, approvers, and HR Office users all have instant access to form status, history, and pending approvals.

Reduced Training – The time needed for end-user training was significantly reduced, from 11 hours to only 3 hours. In addition, the need for paper documentation to complete personnel transactions has been eliminated. Previously, a departmental administrator needed a 41 page guide to employment actions, a hiring matrix, a time and labor matrix, and numerous instructional guides just to complete a personnel action.

Improved Resource Efficiency – With increased efficiency, departmental administrators are available to perform other duties for the University.

Improved Security – ePAF™ gives the ability to require training to receive ePAF security access. This allowed the University to ensure users were trained in ePAF™ and HR policies and procedures.

Reduced Error Rate – The University saw a dramatic reduction in payroll errors caused by inaccurate data entry. The error rate for departmental administrators was reduced from 68% to less than 1%.

Simplified Entry Procedures– ePAF™ simplified the data entry procedures for HR transactions. Departments can now hire, edit existing jobs, change employment status, submit leave cash-outs, and enter additional pay with more accuracy and efficiency. Multiple transactions can be processed with one ePAF form.

Implemented Intuitive Form Types – As fields are entered, information is limited within the data entry fields to only applicable choices, thus, reducing the possibility of errors and making the administrator's job much easier.

Created Choice-Based Displays – GT eForms' step-based navigation unfolds naturally to collect only pertinent data.

Implemented Form Automation – ePAFs automatically move through the approval process to the next level approver.

Built Email Notification – The ePAF™ system generates email notifications. This includes notifications for next approvers, confirmation of form submissions, and approval and executions to the originator. Emails contain direct links to perform tasks or view data.

Created Seamless Integration – Once approved by central HR, ePAFs flow automatically into the HR system and automatically enter data that previously had to be manually entered by departmental administrators.

Employee Comments

"Having been here for the launch of HRMS and all the training and matrices that went along with it, ePAF™ is a dream-come-true!"

"ePAF™ has made HR transactions incredibly easy, especially when hiring brand new employee."

"ePAF™ is great! It reduced my workload significantly!"

"What a difference ePAF™ makes."

"It is so easy. Why didn't HR do it sooner?"

"I just can't say enough good things about the system. It really made a difference in the stress levels of staff and payroll error rates in the academic departments."

For more information on this study please contact:

Mark Waddoups, Chief Operating Officer
Gideon Taylor Consulting LLC
V: 801-369-2749
F: 801-225-3040
info@gideontaylor.com