## Go Paperless with EPAF

**Presented by: Roberta Oberpriller and**
**Amy Duray**
**The College of St. Scholastica**
**April 12, 2010**
**Session ID 0733**

---

**Session Rules of Etiquette**

- **Please turn off your cell phone/pager**

- **If you must leave the session early, please do so as discreetly as possible**

- **Please avoid side conversation during the session**

- **Please keep your questions to the end of the session**

**Thank you for your cooperation!**

---

**Introduction**

- **This session will examine building EPAFs, approval queue strategies, implementation project management, internal control benefits, the capture of EPAF data in ODS, and the use of Cognos to generate reports that provide tools for monitoring the approvals process, financial forecasting and analysis, and automation of adjunct contract generation.**

- **The session will demonstrate how to leverage EPAF, ODS and Cognos to create a paperless personnel transaction process.**

**Agenda**

- **Building EPAF**
- **Approval Queue Strategies**
- **Internal Control Benefits**
- **Implementation Project Management**
- **Process Management**
  - ODS/Cognos reporting
  - Finance forecasting & analysis tools
  - Adjunct contract generation

---

SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

**The Challenge**

---

**The Challenge**

**Create an electronic personnel transaction process**
  - Eliminate the paper trail and lost paperwork
  - Automate the multiple NBAJOBS setups being manually entered by HR and Payroll
  - Establish and maintain an auditable approval trail
  - Improve accuracy and timeliness of employee pay – particularly adjunct and student
  - Eliminate duplication of effort
  - Establish Banner as a single source for personnel transaction data

**About CSS**

**Private College of about 4000 students**
- – Undergrad, Master's and professional doctorate degrees offered in traditional, accelerated and on-line formats
- – Main campus in Duluth, MN with 4 satellite locations throughout the state
- – Varying term lengths, start dates, parts of term – 8 and 16 week being most common, up to 6 different parts of term in summer sessions
- – 150+ adjuncts start and stop up to 6 times annually
- – Adjuncts concurrently teach at multiple sites and for multiple formats
- – Authorization to pay was submitted on individual paper payroll status forms and/or spreadsheets

---

SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

**Building EPAFs**

---

**EPAF Strategy**

- · **Keep it Simple**
  - – Banner form(s) that EPAF will impact (NBAJOBS, PEAEMPL, PPAIDEN)
  - – Determine area of greatest need (adjunct hiring and rehiring)
- · **Define critical NBAJOBS fields**
  - – Effective dates
  - – Factors
  - – Pays
  - – Annual Salary
- · **Identify default data values**
- · **Set originator and approval levels**
  - – Limit the number of EPAF options to chose from
  - – Reduce data entry by providing defaulted values

**Banner Rule and Validation Forms**

 **NTVACAT – approval category**

  – **Goal:  Default the Jobs Effective dates for start and termination**

  – **Built an Re-hire ACAT for every term**
   • **EX:  accelerated programs have 6 terms per year**
   • **ADEPF1 – fall term 1     ADEPF2 – fall term 2**
   • **ADEPS1 – spring term 1   ADEPS2 – spring term 2**
   • **ADEPR1 – summer term 1  ADEPR2 – summer 2**

  – **Built One new Hire ACAT for accelerated (majority of the adjunct activity is rehire)**

---

**Banner Rule and Validation Forms**

 **NTVAPTY – approval types**

  – **Determine the Banner NBAJOBS blocks that the EPAF will touch**

  – **Adjunct Rehire**
   • **NBAJOBS Detail (JBREHI) – job activation**
   • **NBAJOBS Default Earnings (DEFERN)**
   • **NBAJOBS Labor Distribution (LADIST)**
   • **NBAJOBS Detail (JBTERM) – job termination**

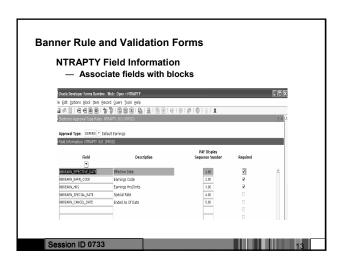  – **Make approval types broad enough that they can be used with multiple EPAF categories**
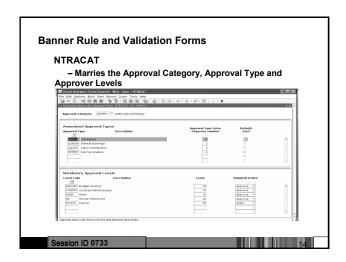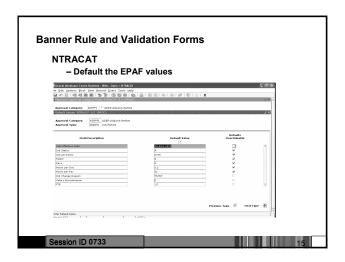
---

**Banner Rule and Validation Forms**

 **NTRAPTY**
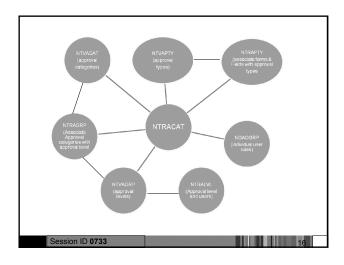  – **Associate Forms and Blocks with each approval type**
  – **EX:  DEFERN – Default Earnings**
  – **Form is NBAJOBS, Block – NBREARN – Default Earnings Block**

## Banner Rule and Validation Forms

### NTRAPTY Field Information
— **Associate fields with blocks**

---

## Banner Rule and Validation Forms

### NTRACAT
– **Marries the Approval Category, Approval Type and Approver Levels**

---

## Banner Rule and Validation Forms

### NTRACAT
– **Default the EPAF values**

NTVACAT (approval categories)

NTVAPTY (approval types)

NTRAPTY (associate forms & Fields with approval types)

NTRAGRP (Associate Approval categories with approval level)

NTRACAT

NOAOGRP (individual user rules)

NTVAGRP (approval levels)

NTRALVL (Approval level and users)

---

# Approval Queue Strategies

---

**EPAF Approval Strategy**

**Internal Controls/Audit Standards**

Establish broad universal categories based on institution's business practice and internal controls

Originators: Administrative staff in each department

Approvers:  Department chair/budget manager
Dean of School
Vice President
Contract Administrator – executive assistant in VP Academic Affairs office
Budget Analyst
HR
Payroll

**Banner Rule and Validation Forms**

**NTVAGRP**
– **Validation table that establishes the approval levels**

**NTRALVL**
– **Define the approval level of each group and associate the users who will belong to that group**

**The higher the approval level the further up on the approval process. EX: Payroll and HR Apply are level 99 and 95 and both groups are Superuser groups. Enables override of lower level approvals.**
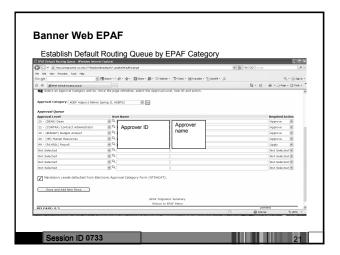
**NTRAGRP**
– **Associate the approval categories to the approval level      Users assigned to each group also show on this form**
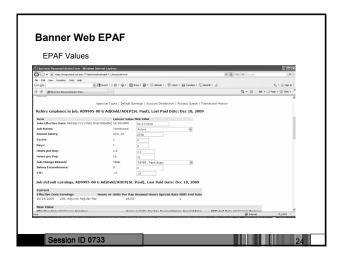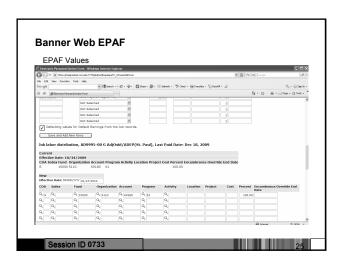
**NOAOGRP**
– **Set up rules for individual users**

---

**Banner Web EPAF**

---

**Banner Web EPAF**

Establish Default Routing Queue by EPAF Category

## Banner Web EPAF

Create EPAF – Select Employee

## Banner Web EPAF

Position Selection

## Banner Web EPAF

EPAF Values

## Banner Web EPAF

### EPAF Values

## Banner Web EPAF
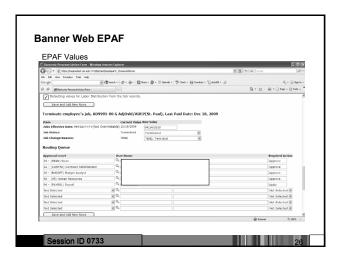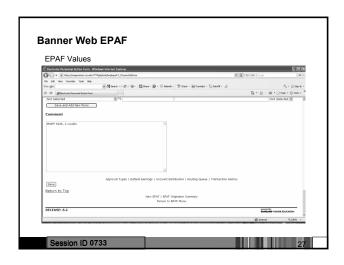
### EPAF Values

## Banner Web EPAF

### EPAF Values

**Implementation Project Management**

---

**Implementation Project Management**

**Philosophy at CSS**

- Build and Test by BIG HR (Banner Implementation Group – HR/Payroll module) composed of HR, Payroll and Finance stakeholders
- Establish a Beta-implementation group for soft-launch of functionality in Production
- Train beta group in TEST environment
- Provided supported lab settings to guide users through first round of EPAF creation in PROD
- On-going individualized support
- Expand to entire community – usually done as a staged go-live – in the case of EPAF it has been as each new EPAF type was rolled out
- Departments were asking for more EPAFs quicker than we could develop and roll them out

---

**Implementation Project Management**

**Easier adoption – its in the little details**

- Provide individualized documentation for each originator
  - Contained calendar of deadlines
  - Default values that each user needed to use for their particular department – things such as position numbers, routing queue members, labor distribution foapals, default routing queues
- Focus on the benefits of EPAF
  - Electronic history of transactions
  - Elimination of the paper chase
- Communicate
  - Clearly and frequently
- Manage the process after implementation

**Implementation Project Management**

**Challenges**

- Determining business practice to handle exceptions EX: adjunct teaching one course over several sites – who is originator/approver – preventing duplication
- Supporting remote site users
- Query date – training originators to use correct date
- Originators were tending to over-think the process and changing the defaults – had to remove the default override capability on some fields
- Error messages that were difficult for originators to interpret
- Originators who only did the process two or three times per year – did not retain training as well as those who did it more frequently
- Decentralization of process – originators and budget managers who were not previously involved in process

---

SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

# Process Management

---

**Process Management**

**Issues**

- EPAF tracking and monitoring
- Contract management
- Reporting

## Process Management

### EPAF Tracking and Management

- All levels of the queue can monitor an EPAF's progress
- Apply level (HR/Payroll) must assume ultimate responsibility for process management
- Leverage ODS and Cognos reporting tool to manage the process
- Created a custom view in ODS of EPAF data
- EPAF tables – nobtran, norcmnt, norrout, nortern, nortran, nortlbd
- Created Cognos reports that are used to monitor EPAF progress and accuracy
- Catch errors early, detect departments who haven't done EPAFs prior to deadline, monitor approvals
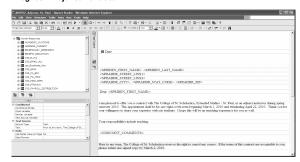
---

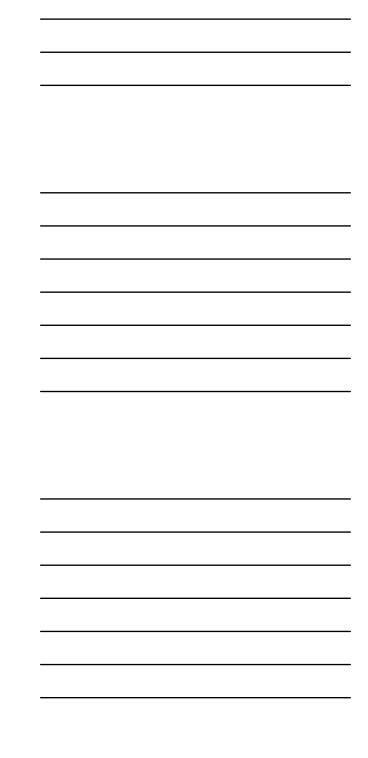## Process Management

### Adjunct Contract Management

- EPAF serves as request for adjunct contract (adjunct must complete the hiring process and be active on PEAEMPL before EPAF can be created)
- Adjuncts are not paid until signed contract is returned (contract administrator)
- Automate generation of contract letters (leverage ODS/Cognos)
- Comments section in EPAF was used to gather course and credit information that needed to be included in the contract
- Sequence number on Comments section is used to pull in the latest comment, contract admin enters a comment – Contract issued/date - this creates a new sequence number . Utilizes Cognos report to monitor issued contracts vs. new requests that need contract issue
- Process has eliminated maintenance of spreadsheets, manual generation of contracts either by typing in data, cut and paste or mail merge. Offers better control of contract process, eliminates paper contract request forms that tended to get lost and not submitted, and results more timely and accurate adjunct pay

---

## Process Management

### Cognos – Adjunct Contract

**Process Management**

**Financial Forecasting**

- Do not encumber pooled adjunct positions
- Finance/Budget Analyst/Budget Managers need to know the commitments for adjunct salary expense
- Cognos reporting answers this question
- Not always 100% complete because of independent study type offerings – but it is much more accurate than the guessing game that existed prior to EPAF
- Fiscal Year end alignment of adjunct expense to revenue recording of summer courses.  Multiple parts of term in Summer session, some of which are in current FY, some in new FY and some that cross over.  Finance end of year process is to analyze revenue and book it as closely as possible to the term the course is offered in.  Cognos reports are used to pull the course data as well as the adjunct pay data in this process

---

**Summary**

**Where are we now?**

- EPAFs are used for all work-study job setups and incidental pays.   Hourly students use Web Time Entry.  Incidentals utilize EPAF.  Student newspaper employees are paid by article.  A student serves as EPAF originator and advisor approves
- Employee transfers, merit increases, annual faculty contracts, one time payments, terminations – almost all employee personnel transactions are via EPAF
- Still developing New Hire that includes PEAEMPL setup and an EPAF for seasonal type hires (assistant coaches, summer grant program hires)

---

**Summary**

**Benefits**

- More control of personnel transaction processes
- Improved accuracy
- Auditable approval trail  - no more trying to find a paper status form that supports a pay for the auditors
- Less paper to file, secure
- Electronic record of transactions – access to history
- Fast and flexible reporting
- Single source of data
- Improved analysis tools
- Increased security of confidential information
- Communication tool to notify offices of changes to employee status.  EX:  Benefits administrator FYI

**Summary**

**Challenges**

- Training and acceptance by a few users remains a challenge
- Creating a FAQ of frequent errors for originators
- Developing Salary Planner  to further leverage EPAF
- Making sure EPAF is flexible enough to handle changes in business practice

Session ID 0733

40

---

**Summary**

**Tips**

- Start small
- Pick an area of greatest need so you can provide a big win
- Train, Train, Train
- Develop clear documentation
- Communication is key
- Monitor EPAFs through the approval chain – the beauty of this is that we now can monitor them, where with paper we often didn't know the paper existed until it went missing

Session ID 0733

41

---

**Questions & Answers**

Session ID 0733

42

# Thank You!

**Roberta Oberpriller**
**Amy Duray**

**roberpri@css.edu**
**aduray@css.edu**

**Please complete the online class evaluation form**
**Session ID 0733**