

Go Paperless with EPAF

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The College of St. Scholastica
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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!

Session ID 07332

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.

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Agenda

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



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

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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 choose from
 - Reduce data entry by providing defaulted values

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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)

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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

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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

The screenshot shows the Oracle Developer Forms Runtime window for the NTRAPTY approval type. The 'Approval Type' is set to 'DEFERN' with the description 'Default Earnings'. Below this, there is a table titled 'Form and Block' with columns for 'Form', 'Description', 'Block', 'Description', and 'Update Database Sequence Number'. The table contains one entry: 'NBAJOBS' (Form), 'Employee Job Form' (Description), 'NBREARN' (Block), 'Default Earnings Block' (Description), and '100' (Update Database Sequence Number).

Form	Description	Block	Description	Update Database Sequence Number
NBAJOBS	Employee Job Form	NBREARN	Default Earnings Block	100

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Banner Rule and Validation Forms

NTRAPTY Field Information — Associate fields with blocks

Field	Description	PAF Display Sequence Number	Required
NBEARN_EFFECTIVE_DATE	Effective Date	3.00	<input checked="" type="checkbox"/>
NBEARN_EARN_CODE	Earnings Code	3.00	<input checked="" type="checkbox"/>
NBEARN_HRS	Earnings Hrs/Units	3.00	<input checked="" type="checkbox"/>
NBEARN_SPECIAL_RATE	Special Rate	4.00	<input type="checkbox"/>
NBEARN_CANCEL_DATE	Ended As Of Date	5.00	<input type="checkbox"/>

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Banner Rule and Validation Forms

NTRACAT — Marries the Approval Category, Approval Type and Approver Levels

Approval Type	Description	Approval Type Entry Sequence Number	Defaults
DEFER	Job Refuse	1	<input checked="" type="checkbox"/>
DEFER	Default Earnings	2	<input type="checkbox"/>
DEFER	Labor Distribution	3	<input type="checkbox"/>
DEFER	Job Termination	4	<input type="checkbox"/>

Level Code	Description	Level	Required Action
BUDGET	Budget Analyst	30	Approval
CONTRL	Contract Administrator	30	Approval
ECOM	Owner	20	Approval
JOB	Human Resources	40	Approval
PAYROL	Payroll	40	Approval

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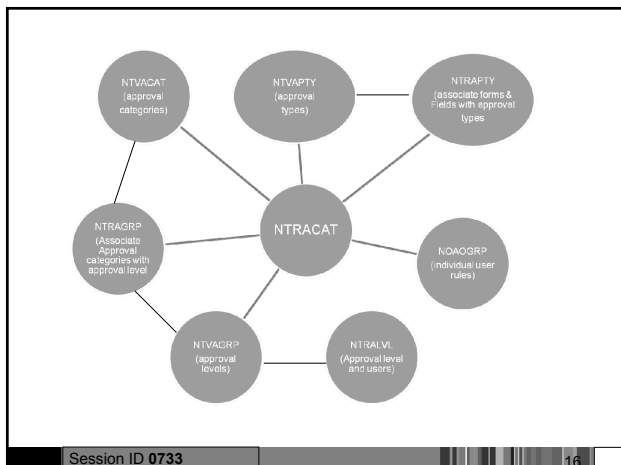
Banner Rule and Validation Forms

NTRACAT — Default the EPAF values

Field Description	Default Value	Defaults
Job Effective Date	1/1/2000	<input checked="" type="checkbox"/>
Job Status	A	<input checked="" type="checkbox"/>
Annual Salary	2730	<input checked="" type="checkbox"/>
Payroll	A	<input checked="" type="checkbox"/>
Pay	2.2	<input checked="" type="checkbox"/>
Hours per Day	22	<input checked="" type="checkbox"/>
Hours per Pay	15367	<input checked="" type="checkbox"/>
Job Change Reason	A	<input type="checkbox"/>
Salary Encumbrance	0.7	<input type="checkbox"/>
PTO		<input type="checkbox"/>

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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

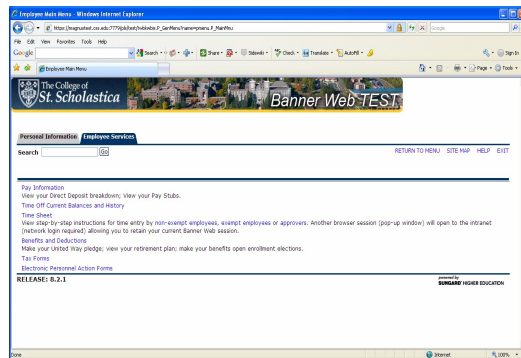
NOAOGRP

- Set up rules for individual users

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Banner Web EPAF

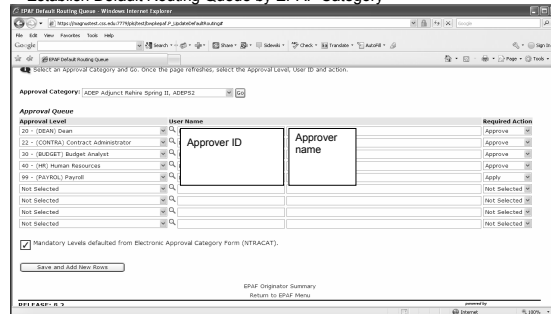


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Banner Web EPAF

Establish Default Routing Queue by EPAF Category



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Create EPAF – Select Employee

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Banner Web EPAF

Position Selection

New 7343 ADP Adjusts - Windows Internet Explorer

http://www.hugoboss.com/ucm/ucm.asp?app=7343_7343main

New Edit New Favorite Tools Help

Search Print Navigation Icons

Home > ADP Adjusts > ADJUST RATES, ADJUSTS

Approve employees in job, ADJUSTS

search type	position	suffix title	Time Sheet Organization	Start date	End date	Last PM Date	Status	Select
New Job								
Secondary ADJUSTS	09	UC ADJUSTS(ADP (Inactive))	9000, General College	Aug 02,	Apr 18, 2009	Apr 24, 2009	Terminated	0
Secondary ADJUSTS	09	UC ADJUSTS(ADP, Pa)	9000, General College	Mar 04,	Oct 06, 2008	Oct 24, 2008	Terminated	0
Secondary ADJUSTS	09	UC ADJUSTS(ADP, Pa)	9000, General College	May 28,	Oct 25, 2009	Oct 18, 2009	Terminated	0
Primary ADJUSTS	09	UG ADJUSTS(ADP(Sr. Cloud)	9000, General College	Jan 10, 2004	Aug 15,	Aug 14, 2009	Terminated	0
Secondary ADJUSTS	09	UC ADJUSTS(ADP, Pa)	9000, General College	Apr 25,	Feb 26, 2009	Feb 27, 2009	Terminated	0
Primary ADJUSTS	11	UC ADJUSTS(ADP, Pa)	9386, ADJUSTS, Sr. Cloud Master's Program	Aug 23,	Oct 12,	Oct 12, 2009	Terminated	0
Secondary ADJUSTS	09	UC ADJUSTS(ADP(Sranded)	9000, General College	Oct 07,	Oct 25, 2009	Oct 24, 2009	Terminated	0
Primary ONFAY	09	One Time Payment	9000, General College	Nov 26,	Nov 26,	Nov 26, 2008	Terminated	0
Primary ONFAY	09	One Time Payment	9000, General College	Mar 17, 2007	Mar 30,	Mar 30, 2007	Terminated	0
Primary ONFAY	09	One Time Payment	9000, General College	May 25,	May 25,	May 25, 2007	Terminated	0
Primary ONFAY	09	One Time Payment	9000, General College	Mar 05,	Oct 08,	Oct 08, 2009	Terminated	0

Active tabs

Next Approval Table

New Entry

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Banner Web EPAF

EPAF Values

Electronic Personnel Action Form - Windows Internet Explorer

http://www.hawaii.gov/hawaii/.../chase3000e

File Edit View Favorites Tools Help

Go Back Forward Stop Home

Search

Print

Share

Share

Check for Updates

Address

Go

View Personal Action Form

Approval Types | Default Earnings | Account Distribution | Routing Queue | Transaction History

Rehire Employee in Job, AD9995-00 G Adj04d/ADEP(SI, Paul), Last Paid Date: Dec 1, 2009

Item	Current Value	New Value
Job Effective Date: 19400101/0000000000	12/18/2009	02/27/2010
Job Status:	Terminated	Active
Annual Salary:	4331.35	2738
Fracton:	1	4
Paygr:	1	1
Hours per Day:	1.8	3.2
Hours per Pay:	36	32
Job Change Reason:	TERD	15TRD, Term Start
Salary Encumbrance:	0	
FTE:	.17	.17

Job default earnings, AD9995-00 G Adj04d/ADEP(SI, Paul), Last Paid Date: Dec 1, 2009

Current	
Effective Date Earnings	hours or shifts per pay deemed Hours Special Rate Shift End Date
01/04/2010	Est. Adjust Regular Pay 18.00
	1

New Value

Minimum Rate: 18.00/0000000000 Employee: _____ Money or Shifts Per Pay Deemed Hours Special Rate: 48.00 Shift Rate: 18.00/0000000000 Minimum: 18.00

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EPAF Values

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EPAF Values


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EPAF Values

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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

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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

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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

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Process Management

Process Management

Issues

- EPAF tracking and monitoring
- Contract management
- Reporting

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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, norout, nortern, nortran, nortlibd
- 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

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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

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Process Management

Cognos – Adjunct Contract

The screenshot displays a Cognos report titled "Adjunct Contract" within a web browser window. The report is a contract letter template. On the left, there is a list of report parameters including "Name", "Date", "SPIDEN_FIRST_NAME", "SPIDEN_LAST_NAME", "SPRADDER_STREET_LINE1", "SPRADDER_STREET_LINE2", "SPRADDER_CITY", "SPRADDER_STAT_CODE", "SPRADDER_ZIP", "SPRADDER_PHONE", "SPRADDER_EMAIL", "SPRADDER_FAX", "SPRADDER_ADDRESS", "SPRADDER_CITY", "SPRADDER_STAT_CODE", "SPRADDER_ZIP", "SPRADDER_PHONE", "SPRADDER_EMAIL", "SPRADDER_FAX", "SPRADDER_ADDRESS". The main content area contains a contract letter template with fields for "Date", "SPIDEN_FIRST_NAME", "SPIDEN_LAST_NAME", "SPRADDER_STREET_LINE1", "SPRADDER_STREET_LINE2", "SPRADDER_CITY", "SPRADDER_STAT_CODE", "SPRADDER_ZIP", "SPRADDER_PHONE", "SPRADDER_EMAIL", "SPRADDER_FAX", "SPRADDER_ADDRESS". The letter text reads: "I am pleased to offer you a contract with The College of St. Scholastica, Extended Studies - St. Paul, as an adjunct instructor during spring semester 2010. The appointment shall be for one eight-week term beginning March 1, 2010 and terminating April 22, 2010. Thank you for your willingness to share your expertise with our students. I hope this will be an enriching experience for you as well." Below the letter text, there is a section for "Your responsibilities include teaching:" followed by a list of courses: "<NORCMNT_COMMENTS>". At the bottom, there is a section for "Please to my terms, The College of St. Scholastica reserves the right to cancel any course. If the terms of this contract are acceptable to you, please return one signed copy by March 2, 2010."

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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

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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)

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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

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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

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

Questions & Answers

Thank You!

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**Please complete the online class evaluation form
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