

Going Green in HR with Workflow and EPAF

Presented by: Rohini Ananthakrishnan Chris Bennett University of Denver April 12, 2010 Session ID 0202

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

Thank you for your cooperation!

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Introduction

Objective

 To demonstrate how the University of Denver implemented a web based hiring process for its non-benefited employees using Workflow and EPAF.

Benefits

 Gain an understanding how certain Banner tools (Workflow and EPAF) may be utilized to customize a business process for your particular institution.

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About the University of Denver

- · Private institution
- 12,000 students
- 4,000 total employees (2,400 benefited employees)
- \$335 million operating budget
- · Live on Banner Human Resources since 2000
- Banner Position Control 8.2.1
- Banner Workflow 8.0.1

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Agenda

- · Project overview and goals
- Hiring process
- Benefits
- Lessons learned
- · Proposed roadmap

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Project Overview and Goals

"Automate hiring process using Banner Workflow, Self-Service, and Electronic Personnel Action Forms (EPAF)."

Goals:

- · Go paperless
- · Enforce human resources policy
- · Eliminate data errors
- Increase processing efficiency
- Better resource utilization

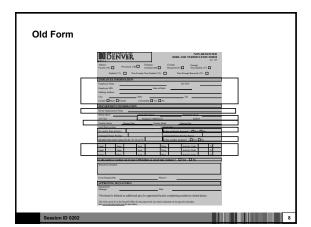
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Hiring Process - Old

- · Initiate Request
 - $-- {\bf Complete\ hiring\ request\ paper\ form}$
 - Request submission via fax, on-campus mail, or walk-in.
- Approval
 - -Multi-Level
 - Manual data and human resources policy validation
- Fulfillment
 - Manual data entry into Banner (PEAEMPL & NBAJOBS)

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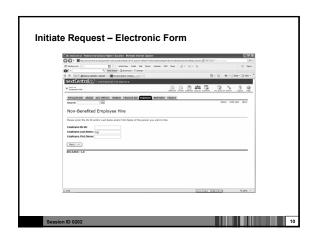
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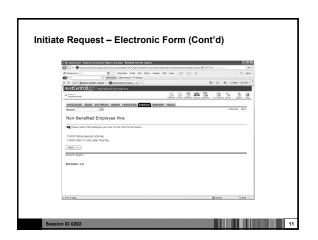


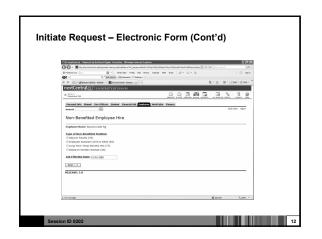
Hiring Process - New

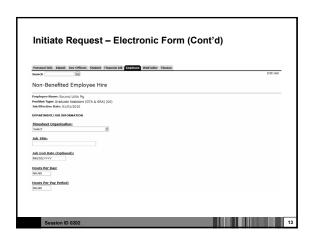
- · Initiate Request
 - —Submit an electronic hiring request form
 - —Automated data and human resources policy validation
- Approval
 - $-- {\it Multi-Level}$
 - $-{\it Electronic signature}$
 - —Automated data entry into Banner (Fulfillment)

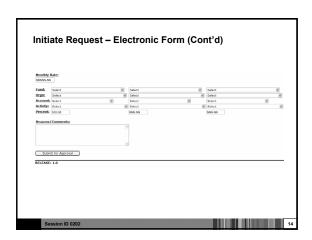
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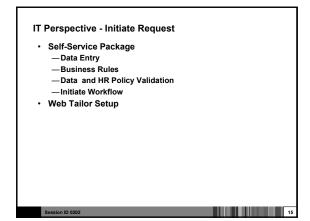












IT Perspective - Initiate Request (Cont'd)

Workflow Event Setup in Banner

- GTVEQTS Make sure that WORKFLOW is added.
- GTVEQPM Setup up any additional parameters.
- GTVEQPG Add the Parameter Group Code.
- GOREQPG Add workflow parameters to Parameter Group Code.
- GTVEQNM Define Banner Business Event
- GOREQNM Associate the event with the parameter

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IT Perspective - Initiate Request (Cont'd) Procedure to Initiate Workflow create or replace procedure p_du_send_workflow_event(p_event VARCHAR2,p_wf_specific_name VARCHAR2,p_seqno NUMBER)

gokparm.t_parameterlist; gtveqnm.gtveqnm_code%type; v_params event_code

BEGIN SIN if goksyst.f_isSystemLinkEnabled('WORKFLOW') then event_code := substr(gokevnt.F_CheckEvent('WORKFLOW',p_event),1,20);

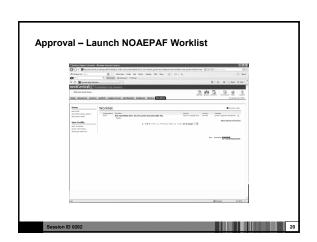
v_params(1).param_value:=p_event;
v_params(2).param_value:='SCT Banner';
v_params(3).param_value:=p_wf_specific_name;
v_params(4).param_value:=b_c.dar(p_seqno);
gokparm.Send_Param_List(p_event,v_params);

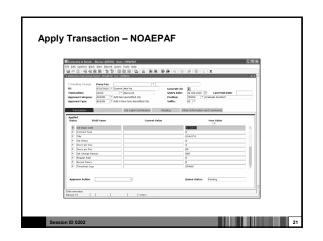
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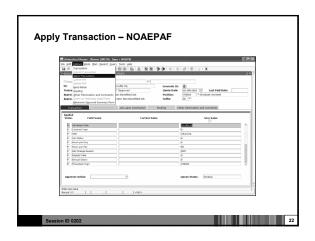
Approval - Worklist

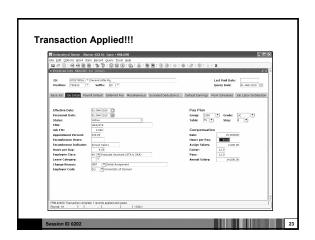












IT Perspective - Approval • Develop Workflow — Create Business Components — Create Workflow Model — Associate Banner Business Event and Workflow to Workflow Business Event — Associate Business Event and Workflow to Enterprise Management

IT Perspective - Approval

- EPAF Setup
 - -NTVACAT Setup Approval Category Codes
 - -NTRAVLV Setup Approval Level
 - -NTVAPTY Setup Approval Type Codes
 - NTRACAT Associate Approval Type and Approval Levels to Approval Category
- SDE on FTMORGN to associate HR Approvers to Organization Codes (Optional)
- · Package to populate EPAF tables

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Benefits

- · It's GREEN (paperless).
- The time from request to completion has gone from days to minutes resulting in increased efficiency.
- · The data is entered only once.
- What is approved is what is ultimately put into NBAJOBS.

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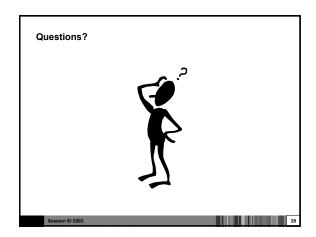
Lessons Learned

- Do not recreate your current process. Dream Big!!!
- · Get the right people in the room.
- You will discover that your business rules need to be better defined.
- · Roll it out initially to a pilot group.
- Even with an electronic solution departments are hesitant to give up on printed forms. It is a culture shift.
- Workflows can do most of the work if used in concert with other Banner tools such as EPAF and APIs.

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Proposed Roadmap • Realize similar benefits with other HR processes —Workstudy employee hire —Benefited employee hire —Separation —Job and position change

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