

Bowling Green State University
BG@100 Action Item
ESC Submission: May 23, 2005

Identification Information:

<i>Reference Number</i>	HCM-A016
<i>Functional Area</i>	Student Employment Services
<i>Title</i>	Student Employee Longevity Listing
<i>ESC Submission</i>	5/19/2005
<i>ESC Decision Requested By</i>	5/23/2005

Issue Description:

Currently Payroll and Student Employment Services (SES) receive a customize report each biweekly pay period showing all active student employees whose longevity pay amount is not equal to the level they should receive based on their total employment hours at BGSU. The report is reviewed and adjustments to students' pay records are made accordingly (for example, when a student has multiple jobs, only ones job is automatically updated with the requisite longevity raise and SES adds the longevity raise to the student's other jobs). Since Longevity and Merit raises will be decided upon by the managers, SES no longer needs to check for consistency.

Student Employment Services also receives a report via a Focus job listing students within each department with their base pay rate, longevity and merit amounts. When Financial Aid tells SES that a department has used all their Federal Work Study dollars, SES converts each student's funding from a FWS account to the department's account. SES also sends this report to each department twice a year asking employers to notify SES when a student should be terminated. In addition, employers use this report to compare students' base rates within a job code.

Background Information:

The Student Longevity Report is no longer needed since SES changed the Longevity process. They would like to replace it with a modified version of the Focus job that lists students by department. This Focus job is consistently used by SES and the department managers.

Alternatives:

Alternative #1: Student Employment will have to run and monitor the Peoplesoft delivered Compensation Change and Employee with Merit reports on a periodic basis.

Alternative #2: Develop an SQR program listing all active student employees with their job code, base pay rate, longevity and merit pay. It will also print totals by department and grand totals at the end of the report.

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The following table shows the pros and cons for the alternatives identified above.

#	Alternative	Pros	Cons	Notes
1	Monitor Compensation Change and Employees with Merit Pay reports	<ul style="list-style-type: none"> No customization required. 	<ul style="list-style-type: none"> Must monitor two reports and add amounts from each to get the total Longevity Pay and Merit pay amount. Reports only include employees that had a change to their pay amounts for the specified period and not all active student employees. 	
2	Develop SQR that reports all student employees, with various pieces of data.	<ul style="list-style-type: none"> One report will contain all data necessary to monitor student employees. Report would show pay amounts by job if the employee has multiple jobs. Program can also create an electronic file that SES can use to manipulate the data within Excel. 	<ul style="list-style-type: none"> PeopleSoft software needs to be customized. 	

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	60 Hours	
Estimated Cost for Original Implementation	\$9,000	
Estimated Hours per Each Upgrade	8 Hours	
Estimated Cost per Each Upgrade	\$400	

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Schedule Considerations:

Alternative #1 - None.

Alternative #2 - SES requires this report by 8/12/2005. The Project Office can complete this work after the HCM Phase I go-live.

Recommendation:

Alternative # 2

This provides the greatest accuracy of data in a timely manner using a limited amount of manpower hours and ensures that all student employees are listed on one report.

Recommendation Supported By:

Name	Project Role
Michelle Simmons	Student Employment Services
Karen Wood	Human Resources Functional Team Lead
Bill Gerwin	BG@100 Project Director

ESC Decision:

Vote for Alternative #2.
Chris Dalton – For
Linda Dobb - For
Bahram Hatefi - For
Ron Lancaster - For
Bruce Petryshak - For

ESC Decision Date: 05/23/05