

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

Identification Information:

<i>Reference Number</i>	HCM-A017
<i>Functional Area</i>	Payroll, Benefits
<i>Title</i>	Pre-Sheet Audit Report
<i>ESC Submission</i>	May 19, 2005
<i>ESC Decision Requested By</i>	May 23, 2005

Issue Description:

The Pre-sheet Audit report (PAY034.SQR) produces false errors when auditing for benefit program participation for employees with multiple jobs, when those multiple jobs are tied to a single benefit program. This has been reported to PeopleSoft as a defect but a fix is not expected soon.

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                                PeopleSoft
Report ID:  PAY034                DATABASE AUDIT PRIOR TO PAYSHEET                Page No.  12
                                                                Run Date 05/16/2005
                                                                Run Time 08:34:23

Company Emplid  Empl Rec #  Message
BG      0008467684      2  Benefit Program Participation record is missing
BG      0008487839      1  Benefit Program Participation record is missing
BG      0008505144      1  Benefit Program Participation record is missing
BG      0008505454      1  Benefit Program Participation record is missing
BG      0008508852      1  Benefit Program Participation record is missing
BG      0008533733      1  Benefit Program Participation record is missing
BG      0008545030      1  Benefit Program Participation record is missing
BG      0008545073      1  Benefit Program Participation record is missing
BG      0008545111      1  Benefit Program Participation record is missing
BG      0008622639      1  Benefit Program Participation record is missing
BG      0008669181      1  Benefit Program Participation record is missing

Error Records:      825
    
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Capture Rec

Background Information:

The program incorrectly uses Job Employee Record Number to look up benefit program participation. It should use Employment Benefit Record Number. The program assumes that the Employee Record # on Job is always equal to the Employee Record # on Benefit Program Participation, which is not the case for employees who have multiple jobs and a single benefit program. The program should be comparing the Employee Record # on Benefit Program Participation with the Benefit Record # on Employment.

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Alternatives:

Alternative #1: Use the Pre-Sheet Audit Report as delivered by PeopleSoft. Currently there are over 700 lines of false errors on the report that will increase as employees are set up with multiple job records. If the Benefit Program Participation record is truly missing on Job Data, it may not be discovered until it causes an error in payroll processing.

Alternative #2: Modify the SQR for the Pre-Sheet Audit report with 8 additional lines of code that will show records where data is missing.

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

#	Alternative	Pros	Cons	Notes
1	Use Pre-Sheet Audit Report as delivered	<ul style="list-style-type: none"> No additional cost or resources needed 	<ul style="list-style-type: none"> False errors on the report Missing data errors masked by the over 700 lines of false errors Missing data creates error when processing payroll 	
2	Modify SQR to cross-check the correct data fields	<ul style="list-style-type: none"> Missing Benefit Program Participation errors correctly reported 	<ul style="list-style-type: none"> Time and resources needed to add 8 lines of code to the SQR 	Will use code provided by CIBER that is being used at other schools.

Costs - Alternative #1: No monetary costs as the report would be used as delivered. Payroll and HR Benefits labor will be needed to correct errors when processing payrolls on a timely basis.

Costs - Alternative #2:

Estimated Hours for Original Implementation	10 Hours	
Estimated Cost for Original Implementation	\$1,500	
Estimated Hours per Each Upgrade	5 Hours	
Estimated Cost per Each Upgrade	\$250	

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Schedule Considerations:

Alternative #1 - None.

Alternative #2 – Can be completed for go-live of HCM Phase I, due to the short duration of the work and the fact that CIBER has completed this modification before.

Recommendation:

Alternative # 2: The Pre-Sheet Audit Report will be scheduled to run weekly by HR Benefits to verify data entry and employee benefit set up during the prior week. The false errors will mask any lines reporting missing data unless extensive manual labor is used to verify the report.

Recommendation Supported By:

Name	Project Role
Larry Smith	Payroll Functional Lead
Donna Wittwer	Benefits Functional 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