

Bowling Green State University
BG@100 Action Item
ESC Submission: August 25, 2005

Identification Information:

<i>Reference Number</i>	HCM-A020
<i>Functional Area</i>	Human Resources Department
<i>Title</i>	Add Edits Needed for Adding EMPLID's into PeopleSoft
<i>ESC Submission</i>	August 25, 2005
<i>ESC Decision Requested By</i>	August 29, 2005

Issue Description:

EMPLID in PeopleSoft is derived from the SIS Person ID. A SIS Person ID is assigned the first time a person is entered into this system according to a pre-defined algorithm. When a new person is hired at BGSU, the person must first be assigned a Person ID in SIS before being entered into PeopleSoft. The 'P' that is assigned in the first position of the Person ID is replaced with a '0' when entering the EMPLID into HCM. In order for the interfaces between the systems to function correctly, the remaining nine digits of these ID's must match exactly between SIS and HCM for the person. When they do not correspond, interfaces fail to run and data is not transferred properly.

Background Information:

Employees must be entered into SIS before they may be entered into PeopleSoft in order to establish a BGSU ID. The BGSU ID is assigned as a 'P', followed by an eight-digit sequential number, followed by a single-digit check digit, for a total of ten characters. The sequential number is determined according to a next number table in SIS and the check digit is determined through an algorithm in the delivered SIS application. In PeopleSoft, when an employee is entered for the first time the Employee Id (EMPLID) is keyed in as the BGSU ID with a zero replacing the 'P'. In order for the interfaces between PeopleSoft and SIS to work properly, these id's must match exactly. Currently, there are no edits on the EMPLID when entered for the first time in PeopleSoft. On at least three occasions, EMPLID's have been entered into PeopleSoft incorrectly. This has caused one of the nightly interfaces to fail, and has caused the transfer of information to fail.

Alternatives:

Alternative #1: Make no changes. Continue working with the staff to make sure that the employee ID is entered correctly in HCM.

Alternative #2: Create a query to identify those EMPLID's that do not meet the ten digit requirement. The query would be run at the end of each business day to catch EMPLID's that were keyed incorrectly. Run the Change Id process for those identified as being incorrect before the nightly interfaces run. This will identify only those EMPLID's that are not ten digits in length, but will not address the accuracy of those that are the correct length.

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Alternative #3: Add PeopleCode to the SaveEdit function associated with hiring an employee to first check for a ten-digit EMPLID and second, apply the same algorithm utilized in SIS to ensure that the EMPLID is a valid BGSU "P" Id. Third, add an edit to make sure that the first position of the EMPLID is a '0' and that it consists of ten numeric digits.

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

#	Alternative	Pros	Cons	Notes
1	Make no changes.	<ul style="list-style-type: none"> No customization required. 	<ul style="list-style-type: none"> The current problem will continue to occur. Resolution requires reaction (after the fact) to fix the problem. 	This alternative is dependent on the staff not making mistakes.
2	Create a query to identify the EMPLID's that are not ten digits in length.	<ul style="list-style-type: none"> Minimal cost associated with creating the query. 	<ul style="list-style-type: none"> This is a manual process. This alternative will not catch transposed digits in the EMPLID and thus it is still possible for the interfaces to fail. 	The query must be run manually at the end of each business day. The change ID process must then be run manually to correct any errors.
3	Add PeopleCode to prevent entry of invalid EMPLID's.	<ul style="list-style-type: none"> Invalid EMPLID's will be caught and corrected when they are being entered. Data integrity between PeopleSoft and SIS will be better maintained. 	<ul style="list-style-type: none"> Cost associated with the modification to the HCM system. 	<p>This alternative provides immediate identification of errors when entering the EMPLID.</p> <p>This customization would be removed once Student Administration is installed at BGSU.</p>

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Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	1 Hours	
Estimated Cost for Original Implementation	\$150	
Estimated Hours per Each Upgrade	1 Hours	
Estimated Cost per Each Upgrade	\$50	

Costs - Alternative #3:

Estimated Hours for Original Implementation	8 Hours	
Estimated Cost for Original Implementation	\$1,200	
Estimated Hours per Each Upgrade	2 Hours	
Estimated Cost per Each Upgrade	\$100	

Schedule Considerations:

<p>Alternative #1 – None. Alternative #2 – None. Alternative #3 – Will require development time and testing time.</p>
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Recommendation:

<p>Alternative # 3 – This solution addresses the issue before a data problem has been created.</p>

Recommendation Supported By:

Name	Project Role
Karen Woods	HR Functional Lead
Donna Wittwer	Benefits Functional Lead
Larry Smith	Payroll Functional Lead
Bill Gerwin	Project Director

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ESC Decision:

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

ESC Decision Date: August 29, 2005