

Bowling Green State University
BG@100 Action Item
ESC Submission: August 29, 2005

Identification Information:

<i>Reference Number</i>	HCM-A021
<i>Functional Area</i>	Payroll
<i>Title</i>	Back-Office View of Self Service Pay Advices
<i>ESC Submission</i>	August 25, 2005
<i>ESC Decision Requested By</i>	September 12, 2005

Issue Description:

Employees have been calling with questions about their 'View My Paycheck' on-line check. There is no way for a Payroll staff member to view the information in the exact format that the employee is seeing.

Also, the View My Paycheck has year-to-date totals for all earnings, taxes and deductions that are not available on the 'Review Paycheck' page that Payroll is currently using.

Background Information:

Currently, employee phone calls are very time consuming because Payroll is not able to look at the exact same screen as the employee.

The View My Paycheck page looks at the PeopleSoft security tables to determine who is logged in and will only display that paycheck.

Alternatives:

Alternative #1: Leave system as is, with no back-office view of the self service page.

Alternative #2: Create a clone of the 'View My Paycheck' page and change the access, so that payroll can look up any employee they have access to see.

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

#	Alternative	Pros	Cons	Notes
1	Leave system as is, with no internal view of the self service page.	<ul style="list-style-type: none"> No Development or Upgrade costs. 	<ul style="list-style-type: none"> Continued difficulty in supporting employee questions. 	
2	Create a clone of the 'View My Paycheck' page and change the access, so that payroll can look up any employee they have access to see.	<ul style="list-style-type: none"> Payroll can better support Employees. Payroll can view Year to Date balances in one location. 	<ul style="list-style-type: none"> Cost associated with the modification to the HCM system. 	Department Security would still be in place. Once a person was granted access to this page, they will only see employees in Departments they are authorized to see.

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	40 Hours	
Estimated Cost for Original Implementation	\$6,000	
Estimated Hours per Each Upgrade	8 Hours	
Estimated Cost per Each Upgrade	\$400	

Schedule Considerations:

Alternative #1 - None

Alternative #2 – Resources are available to complete this Action Item.

Recommendation:

Alternative # 2 – Provides Payroll and HR a tool they need to support employees.

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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

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