

**Bowling Green State University
Issues List Addition Form**

Complete this form to submit an request to the appropriate support / planning team

HCM: Karen Woods at kwoods@bgsu.edu

FMS: Linda Larkin at larkinl@bgsu.edu

CS: to be determined

HCM____ **FMS**____ **CS**____

Identification Information:

<i>Reference Number</i>	<i>will be entered by ITS</i>
<i>Functional Area</i>	Name of Systems and or Functional area (HCM-Payroll, HCM-Human Resources, FMS-Accounts Payable, FMS-General Ledger/Reporting)
<i>Name of Submitter</i>	
<i>Title of Submitter</i>	
<i>Division/Dept or College</i>	
<i>Audit Finding Number (if applicable)</i>	

Issue Description & Background Information:

Describe the current business process and the issues involved.

- Is this a mandate from an external agency?
- What is the process now?
- What resources are required to accomplish this?
- What impact does this have on staff, department, division, etc.?

Proposal:

- What would make this process better and who would benefit?

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Costs – Describe the direct cost (it takes 3 staff members 8 hours) and indirect costs (cannot answer questions efficiently) associated with the current process.

Schedule Considerations –

- **When does the issue need to be resolved?**
- **What other processes are dependent on this one?**
- **What other priorities would prevent you from taking part in this project?**

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Request is Supported By:

Name	Project Role
Person Who Submitted the Request	Their Role/Title
If other individuals support this request, then enter their names.	Their Role/Title

Decision – To be completed by HCM, FMS or CS Support/Planning Team

Decision Date: