

Bowling Green State University
PeopleSoft Information Item
ESC Submission: May 10, 2004



Identification Information:

Reference Number	HCM-0008
<i>Functional Area</i>	Payroll, Human Resources
<i>Title</i>	Direct Deposit Pay Stubs Go On-line With Employee Self-Service

Background Information:

Each payroll, ITS prints pay stubs for all employees with direct deposit and delivers them to Payroll where they are hand-stuffed into window envelopes for delivery to or pickup by departments on campus. Over 100,000 pay stubs and envelopes are printed and used each year. All new employees, except for undergraduate students, are required to have their pay directly deposited into a bank account of their choice and receive a pay stub. Currently over 60% of students have selected direct deposit and also receive their pay stub at their work location.

Information Item:

One of the features of PeopleSoft Payroll is the ability to show an employee's pay advice (viewing their pay stub) on-line through employee self-service that is available through the BGSU portal. With the implementation of the new payroll system, employees would log on to view their current pay advice and will be able to view past payroll advices. Students receiving pay checks would also have the ability to go on-line to review their pay check information. No longer printing pay stubs will result in cost savings and less manual processing time (stuffing envelopes etc).

Attached at the end of this document, is a chart of ITS Computer Labs across campus (Spring Semester 2004) that are available for employees who may not have direct access to a computer. In the ITS Computer Labs employees would be able to view and print the self-service information. There are also computers located in public access areas across campus. The second chart shows the building locations and the number of public access computers in each building. At these locations, employees could view the self-service information.



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**BGSU Computer Lab Locations and Hours of Operation
(View and Print Capability for Self-Service Applications)**

Lab Name & Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FSG Lab 127 Hayes Hall	7:30 AM-11:30 PM	7:30 AM-11:30 PM	7:30 AM-11:30 PM	7:30 AM-11:30 PM	7:30 AM-6:00 PM	10:00 AM-5:00 PM	2:00 PM-11:30 PM
Hayes 025 25 Hayes Hall	8:00 AM-11:30 PM	8:00 AM-11:30 PM	8:00 AM-11:30 PM	8:00 AM-11:30 PM	8:00 AM-6:00 PM	12:00 PM-5:00 PM	3:00 PM-9:30 PM
Library Lab 122 Jerome Library	8:30 AM-11:30 PM	8:30 AM-11:30 PM	8:30 AM-11:30 PM	8:30 AM-11:30 PM	8:30 AM-7:00 PM	10:30 AM-7:00 PM	12:30 PM-11:30 PM
Music Lab 0108 Music Bldg.	8:00 AM-10:30 PM	8:00 AM-10:30 PM	8:00 AM-10:30 PM	8:00 AM-10:30 PM	8:00 AM-5:00 PM	12:00 PM-5:00 PM	1:00 PM-10:30 PM
Science Lab 240 Math Science	8:00 AM-8:00 PM	8:00 AM-8:00 PM	8:00 AM-8:00 PM	8:00 AM-8:00 PM	8:00 AM-5:00 PM	Closed	2:00 PM-8:00 PM
Tech Lab 247 Technology	Open 24 Hours	Open 24 Hours	Open 24 Hours, Except 5:00 AM-7:00 AM	Open 24 Hours	Open 24 Hours	Open 24 Hours	Open 24 Hours
Union Lab 103 Student Union	Open 24 Hours	Open 24 Hours, Except 5:00 AM-7:00 AM	Open 24 Hours	Open 24 Hours, Except 5:00 AM-7:00 AM	Open 24 Hours	Open 24 Hours	Open 24 Hours

**BGSU Buildings with Public Access Computers
(View Only Capability for Self-Service Applications)**

Building	Number of Public Access PCs
Administration	3
Field House Lobby	2
Fine Arts	2
Hayes Hall	2
Jerome Library	5
Math Science	6
Music	2
Oiscamp	1
Student Union	7
Technology	1

