

Bowling Green State University
BG@100 Information Item
ESC Submission: September 27, 2004

Identification Information:

<i>Reference Number</i>	HCM-0017
<i>Functional Area</i>	Human Resources
<i>Title</i>	Classified Staff End of Probation Date Automation

Background Information:

Classified Staff probation periods are either 120 or 180 consecutive days. Currently HR manually calculates the length of probation and enters the end-of-probation data into AHRS. The actual end-of-probation date varies by a few days due to counting days not worked, like weekends or holidays.

Information Item:

PeopleSoft provides an automated process that calculates the end-of-probation date and gives the employee their increase automatically. This process uses months instead of days which may result in a 2 or 3 day variance due to the number of days in each month. Since both the current manual process and the automated new process result in variances, the more efficient automated process will be used.