

Bowling Green State University
BG@100 Action Item
ESC Submission: November 8, 2004

Identification Information:

<i>Reference Number</i>	HCM-A003
<i>Functional Area</i>	Student Employment
<i>Title</i>	eHire
<i>ESC Submission</i>	11/08/04
<i>ESC Decision Requested By</i>	11/22/04

Issue Description:

BGSU employs more than four thousand student employees annually; approximately 1/3 of the workforce are new hires each year. In order for BGSU to create an employment record (and generate a time card) for these employees, the students' personal and employment information must be entered into PeopleSoft HCM. An efficient method is needed to collect and input this data.

Background Information:

Currently, the hiring authority enters essential job/employment information and the student's BGSU ID Number in the eHire web page. An internal interface checks AHRS and the employer receives immediate feedback as to which employment documents, by law, (I-9, tax forms) the student must complete. At the same time this interface pulls personal data from SIS (Name, SSN) to complete the hiring record, and sends an email to Student Employment. Student Employment reviews the data and (if accurate) approves the transaction with one keystroke. This process significantly reduces the data entry overhead in Student Employment and ensures that all required data (budget string, wage rate, FWS code) are entered by the hiring department (the web page cannot process unless all required fields are filled).

Alternatives:

Alternative #1: Return to manual data entry by Student Employment staff.

Alternative #2: Rebuild eHire in PeopleSoft as a bolt-on process.

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

#	Alternative	Pros	Cons	Notes
1	Manual entry by Student Employment	<ul style="list-style-type: none"> • Small number of people to train. 	<ul style="list-style-type: none"> • BGSU will not get student hired or paid in timely manner without additional staff. • Hiring authorities do not always send all necessary data and Student Employment has to follow up – again slowing student hiring. • Follow-up and manual entry competes with assisting students with job search process, posting jobs, and monitoring student employee records for compliance. • If BGSU relies on the current staff, we put the university in jeopardy with the INS and the Department of Labor. 	<p>BGSU created eHire because Student Employment has a limited staff, extra time was spent to hand-load fields not required for student hiring, and employers consistently sent incomplete forms that required detailed follow-up.</p> <p>Staff must also load individual contracts, promotions/merits, terminations, and FWS eligibility updates on an ongoing basis.</p>

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

#	Alternative	Pros	Cons	Notes
2	Rebuild eHire as a bolt-on.	<ul style="list-style-type: none"> • Allows hiring authorities to enter their own data. • Process does not advance unless all required data is submitted. • Continues current practice. • All data are entered at once, eliminating follow up. • Stays within BG@100 Project Standards of adding BGSU screens and not changing PeopleSoft screens. 	<ul style="list-style-type: none"> • Customization. • Cost 	Student Employment staff have worked very hard to promote campus-wide use of eHire. Departments use eHire because of immediate feedback regarding student's employment status, FWS status, and # of jobs currently held by student; and shortened time span from hire-to-start.

Costs - Alternative #1: At least two new staff members would be needed by Student Employment for data entry - \$58,656 (One staff member would minimally cost \$29,328 plus benefits, using the minimum rate for this position).

Costs - Alternative #2:

Estimated Hours for Original Implementation	425 Hours	
Estimated Cost for Original Implementation	\$63,750	
Estimated Hours per Each Upgrade	40 Hours	
Estimated Cost per Each Upgrade	\$2000	

Schedule Considerations:

Alternative #1: Will not impact the HCM Phase I go-live.
 Alternative #2: Based on current project capacity, will not impact the HCM Phase I go-live date.

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Recommendation:

Alternative # 2 – This option provides BGSU with greater accuracy and faster hiring processes in the short term. Long term, this option allows us to leverage the maximum benefit from the Enterprise Resource System and is consistent with student expectations.

Recommendation Supported By:

Name	Project Role
Karen Woods	HR Functional Lead
Donna Wittwer	Benefits Functional Lead
Larry Smith	Payroll Functional Lead
Charlotte Petryshak	Project Director
Michelle Simmons	Associate Director of Career Services and Student Employment

ESC Decision:

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

ESC Decision Date: 11-08-04