

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

**Identification Information:**

|                                  |                             |
|----------------------------------|-----------------------------|
| <i>Reference Number</i>          | HCM-A005                    |
| <i>Functional Area</i>           | Human Resources/Payroll     |
| <i>Title</i>                     | Electronic Contract Loading |
| <i>ESC Submission</i>            | 11/04/04                    |
| <i>ESC Decision Requested By</i> | 11/04/04                    |

**Issue Description:**

Each fiscal year, BGSU renews the contracts of approximately 1500 full-time faculty and full- and part-time administrative staff. Starting with fiscal year 03/04, members of The Provost's Office, Information Technology Services and The Office of Human Resources created a process that handles the bulk of this work electronically. In the last 2 fiscal years, we have seen faster processing with fewer errors. Losing this functionality would mean manual data entry by each of the Budget Officers and HR-Records.

**Background Information:**

This process changed what had been manually entered on spreadsheets to a download from AHRS. The data printed on paper, sent for signatures and manually entered in HR became an electronic upload of the spreadsheets. In addition, this process creates the Salary Sheets for Finance and is used to document those who should be paid in July when contracts are not available until August.

**Alternatives:**

Alternative #1: Return to paper contracts. HR Staff will key the data into AHRS.

Alternative #2: Recreate the current process in PeopleSoft.

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

| # | Alternative               | Pros  | Cons  | Notes |
|---|---------------------------|---|---|-------|
| 1 | Manual process            | <ul style="list-style-type: none"> <li>No customization</li> </ul>                                | <ul style="list-style-type: none"> <li>Massive increase in data entry.</li> <li>Longer processing time.</li> <li>Increased errors.</li> </ul> |       |
| 2 | Recreate current process. | <ul style="list-style-type: none"> <li>Reduced data entry, processing time and errors.</li> </ul> | <ul style="list-style-type: none"> <li>Cost.</li> </ul>   |       |

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

---

**Costs - Alternative #1: HR** - Three months of data entry by 3 staff members - \$33,800 (average salary = 21.33 x 528 hours x 3). **Budget Officers and Finance Staff** – Three months to create spreadsheets by hand for July payroll and Salary Sheets – \$240,000 (average salary = \$60,000/year, 3 months = \$16,000 x 15 staff members).

**Costs - Alternative #2:**

|   |              |  |
|---|--------------|--|
| Estimated Hours for Original Implementation | 300<br>Hours |  |
| Estimated Cost for Original Implementation  | \$45,000     |  |
| Estimated Hours per Each Upgrade            | 40 Hours     |  |
| Estimated Cost per Each Upgrade             | \$2,000      |  |

**Schedule Considerations:**

Alternative #1: No impact on the project go-live date, impact will fall on the HR Office.  
Alternative #2: Based on current project capacity, will not impact the HCM Phase I go-live date.

**Recommendation:**

**Alternative # 2** – When done manually, this was a 3 month process. Each person now spends 2-3 weeks and achieves more accurate and timely results.

**Recommendation Supported By:**

| <b>Name</b>         | <b>Project Role</b>      |
|---------------------|--------------------------|
| Karen Woods         | HR Functional Lead       |
| Donna Wittwer       | Benefits Functional Lead |
| Larry Smith         | Payroll Functional Lead  |
| Charlotte Petryshak | Project Director         |

**ESC Decision:**

|  |
|--|
|  |
|--|

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

---

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