

Bowling Green State University
BG@100 Action Item
ESC Submission: January 24, 2005

Identification Information:

<i>Reference Number</i>	HCM-A006, Rev. 1
<i>Functional Area</i>	Payroll
<i>Title</i>	Printed Timesheets for Non-Student Hourly Employees
<i>ESC Submission</i>	1/24/2005 (Originally submitted on 11/08/2004)
<i>ESC Decision Requested By</i>	2/14/2005

Issue Description:

The BGSU payroll department manually enters time for classified hourly bi-weekly employees for each pay period. They use pre-printed timesheets that has the employee's job information to record this data. The actual hours worked are written to these timesheets by the employee and submitted back to payroll for input into the system.

Background Information:

The program that was developed by ITS selects active students, and non-student, hourly employees from AHRS and prints out time sheets for those who are not using e-time or Kronos. Time sheets are printed every pay run and distributed to the departments through campus mail. The employees input their hours for a one-week period, signs the timesheet, and submits them for review to their manager. Managers approve of the entered time by signing the timesheets. Timesheets are returned to Payroll where the information is manually entered into the system for the different pay and leave types reported.

NOTE: The Kronos system is being upgraded in January 2005 and all student employees will be using this system to record their time. Only non-student hourly employees will require printed timesheets after this time. This should be approximately 1000 employees.

Alternatives:

Alternative #1: Employees may print a generic blank time sheet located on the web or departments can have the forms printed for employees to fill in all job information and hours each week.

Alternative #2: Develop an SQR program that will print the timesheets based on the same format that the employees are currently receiving.

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

#	Alternative	Pros	Cons	Notes
1	Each employee may print a blank time sheet from a web location or the department may have blank timesheets printed up to have on hand as needed.	<ul style="list-style-type: none"> • No customization required. • Blank time sheets are currently available on the web. • Time savings for the Payroll department because they do not have to generate and deliver the time sheets to the departments. 	<ul style="list-style-type: none"> • Additional time required of Payroll to process if information missing or inaccurate information on time sheets are submitted to them. • The employee may write incorrect or ineligible information. This will cause errors during the payroll cycle and require time to verify and correct data. • Managers must verify that the employee enters accurate and valid Agency/Org information. It requires labor-intensive work to correct this information if processed in payroll incorrectly. 	
2	Develop SQR program to create and print Time Sheets.	<ul style="list-style-type: none"> • Accurate pre-printed information on the time sheets. • Supervisors and employees can verify the information that is in the payroll system. • Leave balances can be printed on timesheets as of 	<ul style="list-style-type: none"> • Cost of creating a custom report. 	

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

#	Alternative	Pros	Cons	Notes
		<p>the last accrual date as an aid for employees and supervisors. This would be a tool to monitor low leave balances before recording excess leave usage.</p> <ul style="list-style-type: none"> No training required because this duplicates the current process. 		

Costs - Alternative #1: Project development resources are not needed. However, additional labor and time resources are necessary at the department or employee level to have time sheets to use each week. Supervisors and Payroll will also spend more time to validate and/or correct data entered on the timesheet.

Costs - Alternative #2:

Estimated Hours for Original Implementation	100 Hours	
Estimated Cost for Original Implementation	\$15,000	
Estimated Hours per Each Upgrade	10 Hours	
Estimated Cost per Each Upgrade	\$500	

Schedule Considerations:

Alternative #1: No impact on the project go-live date.

Alternative #2: This would need to be in production for the June 27, 2005 go-live of HCM Phase I. Assuming that the development of reports due after go-live (10/1/2005 and later) can be deferred until after go-live, this item will not impact the go-live of HCM Phase I. All post go-live reports will be delivered to the end user at least one month prior to their production run date for review and approval.

Recommendation:

Alternative # 2 – The most efficient method of printing time sheets for the correct population of employees and will provide accurate data for input by the Payroll Department is to develop an SQR. Accuracy is the highest concern for time sheets since this is a manual, labor-intensive

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process for Payroll to enter time into the system, and to make corrections when errors are detected after the payroll process has run.

Recommendation Supported By:

Name	Project Role
Larry Smith	Payroll Functional Lead
Donna Wittwer	Benefits Functional Lead
Karen Woods	Human Resources Functional Lead

ESC Decision:

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

ESC Decision Date: 01-24-2005