

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

Identification Information:

<i>Reference Number</i>	HCM-A008
<i>Functional Area</i>	Human Resources
<i>Title</i>	Employee Address Labels
<i>ESC Submission</i>	01/24/2005
<i>ESC Decision Requested By</i>	02/14/2005

Issue Description:

The BGSU Human Resources (HR) department receives numerous requests to create address labels for different populations of employees. An efficient method is needed to select the correct population of employees and produce the labels with campus, home or mailing addresses.

Background Information:

Currently there is a custom program that the HR Department runs that allows them to set a control card to designate the employee population requested and the correct address type. The program creates an output file of the selected population and then uses this file to print the labels. These requests can come as often as two or three times a day. The average amount of labels printed per request is approximately 2,500.

Alternatives:

Alternative #1: The requesting department will print the labels by creating a query that selects the correct population of employee and address data and sends the output to an Excel file. This Excel file can be formatted to print the labels on a local laser printer within their department.

Alternative #2: Create a SQR program that will mirror the current program using various input options that can control the selection of the correct population of employees and address type. The output file can then be used to print the labels on a high speed laser printer within ITS.

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

#	Alternative	Pros	Cons	Notes
1	The requesting department creates a query.	<ul style="list-style-type: none"> • No customization required. • Ability to use various selection criteria to get correct population of employees. 	<ul style="list-style-type: none"> • Will require numerous queries to be created based on the various selection criteria requested. • Training required on formatting Excel file to produce labels. • Query and/or departmental security may prevent users from printing labels of employees outside of their department. • Each department will be required to purchase labels. 	
2	Create SQR that will create an address label file in the same format as currently being used.	<ul style="list-style-type: none"> • Minor or no training required because it duplicates the current process. • Single program will be flexible enough to handle a variety of employee selection criteria. • Output file can be sent directly to ITS high volume printer or to a local printer if printing a small volume of labels. 	<ul style="list-style-type: none"> • Peoplesoft software needs to be customized. 	<ul style="list-style-type: none"> • ITS is currently researching the cost of a new high speed laser printer and labels. Need to get this data to calculate the new cost of printing labels within ITS.

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Costs - Alternative #1: Query training for end-users requesting labels.

Costs - Alternative #2:

Estimated Hours for Original Implementation	60 Hours	
Estimated Cost for Original Implementation	\$ 9,000	
Estimated Hours per Each Upgrade	10 Hours	
Estimated Cost per Each Upgrade	\$ 500	

Schedule Considerations:

Alternative #1 – No impact on project schedule.

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 – This provides the greatest accuracy of the employee address data and flexibility of using one program to handle various requests of different employee selection criteria. This also will allow the HR Department to continue to create the labels in a timely and accurate manner.

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

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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