

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

Identification Information:

<i>Reference Number</i>	HCM-A009
<i>Functional Area</i>	Human Resources
<i>Title</i>	Civil Service Layoff/Bump Report
<i>ESC Submission</i>	1/24/2005
<i>ESC Decision Requested By</i>	2/14/2005

Issue Description:

The BGSU Human Resources (HR) Department is required to provide a report that shows employee's retention points whenever employee layoffs or bumps are necessary. This report ensures that BGSU is in compliance with State regulations associated with layoffs and bumps.

Background Information:

Employee retention points are manually calculated and stored in a customized table in AHRS. There is also a custom program that reads this table and produces the report.

Alternatives:

Alternative #1: The HR Department would have to manually calculate the retention points for all employees in the area/department designated for a layoff or bump. They can use a spreadsheet to gather all data necessary for the retention point calculation and manipulate the data within the spreadsheet to sort by the calculated amount.

Alternative #2: Create a custom table and programs in Peoplesoft to calculate, store, and produce a report of the employee's retention points. Managers can also run queries against this table to select only their department employees.

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

#	Alternative	Pros	Cons	Notes
1	The HR Department manually calculates retention points.	<ul style="list-style-type: none"> No customization required. 	<ul style="list-style-type: none"> Can be a tedious task depending on the scope of employees being evaluated for layoffs/bumps. Possibility of human errors in gathering data and calculating retention points. 	

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

#	Alternative	Pros	Cons	Notes
2	Create custom table and programs to calculate, store and report on employee retention points.	<ul style="list-style-type: none"> Ability to generate the report in a relatively small amount of time. Accuracy of calculated information. No training required because it duplicates the current process. 	<ul style="list-style-type: none"> Peoplesoft needs to be customized. 	

Costs - Alternative #1: No hard costs, but would have soft costs to create a manual process of calculating and maintaining this information.

Costs - Alternative #2:

Estimated Hours for Original Implementation	120 Hours	
Estimated Cost for Original Implementation	\$ 18,000	
Estimated Hours per Each Upgrade	10 Hours	
Estimated Cost per Each Upgrade	\$ 1000	

Schedule Considerations:

Alternative #1 – None

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.

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Recommendation:

Alternative # 2 – This is the most accurate way of calculating, retaining and presenting this data.

Recommendation Supported By:

Name	Project Role
Karen Woods	HR Functional Lead
Larry Smith	Payroll Functional Lead
Donna Wittwer	Benefits Functional Lead
Charlotte Petryshak	Project Director

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