

**Bowling Green State University**  
**BG@100 Action Item**  
**ESC Submission: April 11, 2005**

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**Identification Information:**

<i>Reference Number</i>	HCM-A013
<i>Functional Area</i>	Department Managers
<i>Title</i>	General Ledger Detail Report - Payroll Expenses (P100)
<i>ESC Submission</i>	April 7, 2005
<i>ESC Decision Requested By</i>	April 25, 2005

**Issue Description:**

Currently the Payroll Department receives a report at the end of the month that contains payroll actual and encumbered amounts for the month. Numerous copies of this report are printed and distributed to department managers within the University as part of the month-end packet of financial reports. Managers use this to monitor their monthly payroll expenses and encumbrances balances.

**Background Information:**

This is a custom Easytrieve program in the legacy system. There is no Peoplesoft delivered report that contains the same data that is printed on the current report.

**Alternatives:**

**Alternative #1:** Department Managers would have to manually obtain and record this information each month. This would require them to review a number of reports and screens to obtain the information for each employee within their department.

**Alternative #2:** Develop an SQR program that will create a report that contains the same data as the current report.

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

#	Alternative	Pros	Cons	Notes
1	Department Managers manually select and record data.	<ul style="list-style-type: none"> <li>No customization required.</li> </ul>	<ul style="list-style-type: none"> <li>No report</li> <li>Payroll manager bombarded with calls for information.</li> <li>Extremely time consuming tasks to obtain each employee's actual and encumbered amounts.</li> </ul>	
2	Develop an SQR programs that will recreate the report.	<ul style="list-style-type: none"> <li>Little or no training required for department managers because they will be familiar with the format of the report.</li> </ul>	<ul style="list-style-type: none"> <li>PeopleSoft software needs to be customized.</li> </ul>	

**Costs - Alternative #1:** None

**Costs - Alternative #2:**

Estimated Hours for Original Implementation	80 Hours	
Estimated Cost for Original Implementation	\$12,000	
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 - Report can be completed and tested in time for the first run in PeopleSoft, which will be the July 2005 month-end.

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**Recommendation:**

**Alternative # 2**

This recreates the current report and would require no training of managers.

**Recommendation Supported By:**

<b>Name</b>	<b>Project Role</b>
Larry C. Smith	Functional Payroll Lead
Bill Gerwin	Project Director

**ESC Decision:**

Vote for Alternative #2.  
Chris Dalton – For  
Linda Dobb - For  
Bahram Hatefi - For  
Ron Lancaster - For  
Toby Singer (proxy vote for Bruce Petryshak) - For

**ESC Decision Date: 4/11/2005**