



**Northern Illinois  
University**

**Time & Benefit Reporting  
Status Update**

August 17, 2022

# Agenda



## Project Overview

- Goals
- Solution
- Timeline

## Discussion Points

- Configuring Time & Labor
- Employee Access
- Extra Help Reports
- SOEAA & Certifying Benefit Usage
- Reporting Lines

## Conclusion

## Discussion

## Project Team:

- Liz Guess
- John Kearsing
- Chris McCord
- Irene Sanderson

## With

- Paul Dauksha
- Judy Dreska
- Vicky Guzman
- John Highland
- Cindy Kozumplick
- Pulchratia Lacey
- Susan Swegle

# Project Overview



## Primary Goal

- Enable employees to submit hourly time sheets (HTS) and Benefit Usage Reports (BUR) online.
- Create automated workflow to route those reports to supervisors for approval, then to Payroll for processing.

## Additional Elements

- Keep automated workflow up-to-date.
- Provide options for employees with limited access to computers/mobile devices.

# Solution Overview



- Time & benefit reporting managed through PeopleSoft Time & Labor module.
- Reporting lines managed through PeopleSoft Manager Self Service module.
- Employees and supervisors will access the modules through MyNIU.
- Initial implementation will be limited.
- Exploring options for employees with limited access to computers/mobile devices.

# Timeline Overview



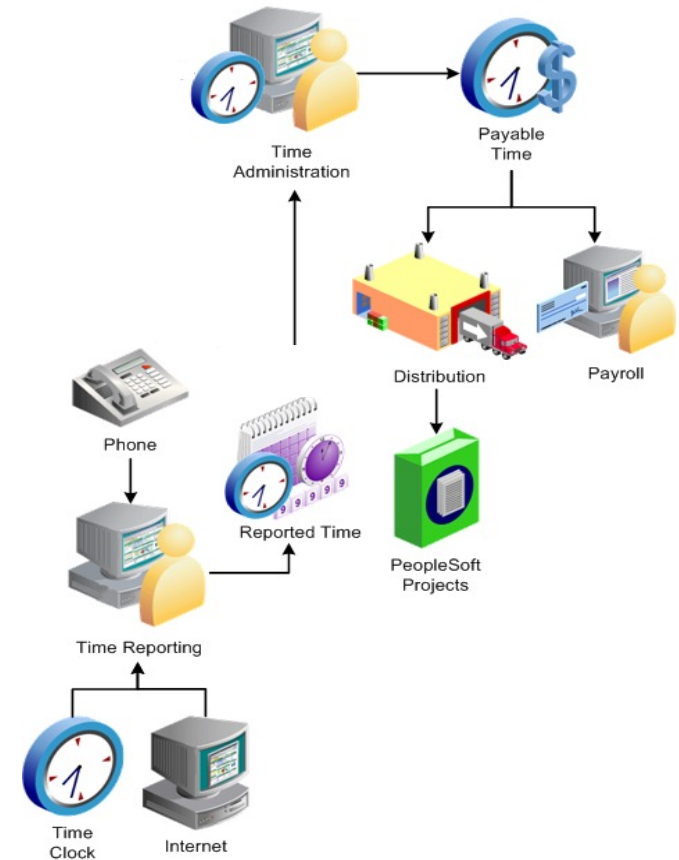
- Reporting lines
  - Roll-out during the month of September
- Benefit reporting – target FY 23
  - Pilot
  - Full roll out
- Hourly reporting – target FY 24
  - Pilot
  - Time Clocks & Other Solutions Integration pilot
  - Full Rollout of Hourly

# Discussion Points



## Topics to Highlight

- Configuring Time & Labor
- Employee Access
- Extra Help Reports
- SOEAA & Certifying Benefit Usage
- Tracking Reporting Lines



# Configuring Time & Labor



Focusing on an “out of the box” configuration

- Create employee workgroups; configure each workgroup separately.
- As policies, union contracts, etc. change, the system can evolve.
- One choice is whether a workgroup has “positive reporters” or “exception reporters.”

**Bottom Line: Configuration will offer flexibility to manage unique aspects of different employee groups within a university standard.**

# Testing PeopleSoft Time & Labor



- Out-of-the-box testing of PeopleSoft Time and Labor.
- Limited test group (DoIT/HR).
- Testing time and benefits entry, approval workflow and “what ifs.”
- Testing and refining back-end HR processes.
- Surfacing any unanticipated issues.
- Generating documentation & training materials.

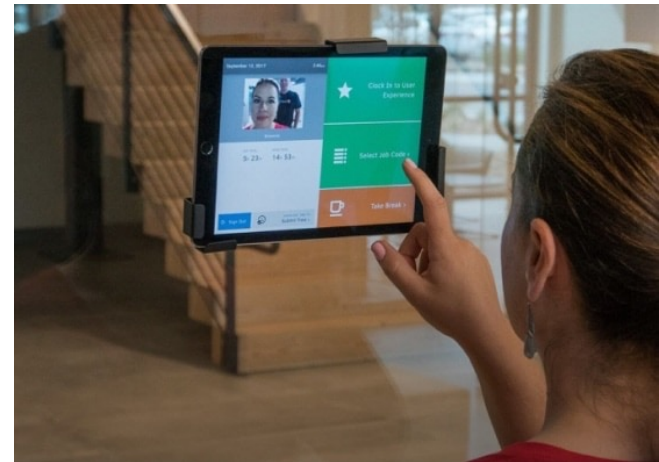
**Bottom Line: Testing will precede full implementation.**



# Employee Access



- Many hourly employees have limited access to computers/mobile devices for reporting.
- Several units already use time clocks or similar time-management apps.
- Opportunity to move to consistent products and practices university wide.



**Bottom line: we will document which employees have limited access, and work with key units on solutions.**

# Extra Help Reports



- PeopleSoft generates a notification when an Extra Help employee is nearing their 900 hour limit.
- Units could identify the recipient of that report .
- Moving forward, the field was used for that purpose will be auto-populated with the employee's supervisor.
- That supervisor will now be the person receiving the report.

**Bottom Line: The recipient of an Extra Help report will be the employee's supervisor.**

# SOEEA & Benefit Certification



- Not an issue for hourly employees.
- Designate all salaried staff as “positive reporters.”
- Eliminate separate SOEEA reporting for salaried staff.
- Designate faculty as “exception reporters”, contingent on ability of faculty to certify non-use of benefits.

**Bottom line: we aren't changing SOEEA requirements; we're changing how they are implemented.**

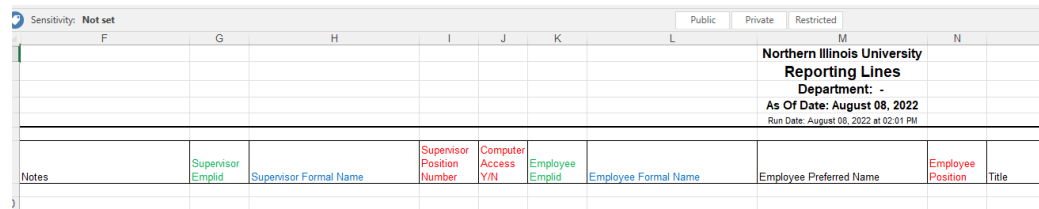


# Reporting Lines



There are two steps to managing reporting lines:

- An initial census to capture the current picture of reporting lines.
- Updating changes in reporting line as they occur.

A screenshot of a spreadsheet application showing a reporting lines report. The spreadsheet has columns labeled F through N. The data is organized into a table with a header row and a data row. The header row includes columns for Supervisor EmpId, Supervisor Formal Name, Supervisor Position Number, Computer Access Y/N, Employee EmpId, Employee Formal Name, Employee Preferred Name, Employee Position, and Title. The data row contains the following information: Notes, Supervisor EmpId, Supervisor Formal Name, Supervisor Position Number, Computer Access Y/N, Employee EmpId, Employee Formal Name, Employee Preferred Name, Employee Position, and Title. The spreadsheet also displays the title "Northern Illinois University Reporting Lines" and the date "As Of Date: August 08, 2022".

Notes	Supervisor EmpId	Supervisor Formal Name	Supervisor Position Number	Computer Access Y/N	Employee EmpId	Employee Formal Name	Employee Preferred Name	Employee Position	Title

## Initial Census

The census will be distributed in early September.

- You'll be asked to identify each position's supervisor.
- You'll also be asked to identify positions that do not have routine access to a computer or mobile device.
- Once all of the information has been received and loaded, you'll be asked to validate it.

# Reporting Lines



## Keeping Reporting Line Information Up-to-Date

- When a position is filled or refilled, the PeopleAdmin process will ask you to verify/update the reporting line for the position.
- Changes in reporting line for a filled position will be reported through PS Manager Self Service, via My NIU.
- Job aids will be provided to assist you with the process.

**Bottom Line: You will take control of reporting lines**

# Conclusion



## Process Realignment

- Continue dialogue with units with distinctive concerns and requirements.
- Identify opportunities for standardizing solutions.
- Immediate impact will be on the front-end (employees and supervisors) rather than on the back-end in Payroll.

# Conclusion



## Taking Control

- Improving workflow and decreasing transaction time & costs.
- Achieved through technology, requires increased standardization.
- Units will take control over managerial processes.
- Input from the campus community as solutions are developed.
- Continued training & communication.

# Discussion





# Reporting Lines Details



- Delegation functions are available
  - A manager can delegate their access/authority to another individual, either temporarily or on an ongoing basis.
  - This can also be done to handle situations where a manager leaves their position on short notice.
  - The delegate can do anything the manager could (except further delegate to others).

# Sr Associate VP delegates Manager 1 to Administrative Assistant



## Team Members

3 rows



01858768 - 0

### Administrative Assistant



Job Title Administrative Assistant	Status Active	Department Human Resource Services - SL00000	Location Human Resources Lobby - HRS LOBBY
Job Code 0171	Full/Part Full-Time	Position 00004730	Type Employee

00124075 - 0

### Manager 1



Job Title Human Resource Manager	Status Active	Department Human Resource Services - SL00000	Location Human Resources Lobby - HRS LOBBY
Job Code 2138	Full/Part Full-Time	Position 00003273	Type Employee

[3 Directs](#)



01686203 - 0

### Manager 2



Job Title Human Resource Manager	Status Active	Department Human Resource Services - SL00000	Location Human Resources Lobby - HRS LOBBY
Job Code 2138	Full/Part Full-Time	Position 00001315	Type Employee

[1 Directs](#)

# Sr Associate VP delegates Manager 1 to Administrative Assistant



Manager 1  
Human Resource Manager



Next >



**Transaction Date Instructions**  
The Transaction Date must be equal to or greater than the current date.

## Work and Job Information

\*Transaction Date

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

### New Information

Position Title Human Resource Manager 00003273  
Job Title Human Resource Manager 2138  
Reports To  00004730  
Manager Name



### Current Information

Human Resource Manager 00003273  
Human Resource Manager 2138  
Senior Associate Vice Pres 00028281  
Senior Associate VP of Human Resources

● Changes Made  
\* Required Field

# Sr Associate VP delegates Manager 1 to Administrative Assistant



**Manager 1**  
Human Resource Manager

1  
Job Detail

2  
Review & Submit

< Previous Submit



## Review and Submit

Transaction Date 08/08/2022

### New Information

Position Title Human Resource Manager 00003273  
Job Title Human Resource Manager 2138  
Reports To ● Administrative Assistant 00004730  
Manager Name ● Administrative Assistant

### Current Information

Human Resource Manager 00003273  
Human Resource Manager 2138  
Senior Associate Vice Pres 00028281  
Senior Associate VP of Human Resources

## Comments

for approval of payroll actions.



● Changes Made  
\* Required Field

# Sr Associate VP delegates Manager 1 to Administrative Assistant



✓ Your transaction request for Manager 1 has been successfully submitted.

**Manager 1**  
Human Resource Manager

## **Sample email:**

Your request successfully saved to the database:

Transaction Name: Request Reporting Change

Employee Name: 1,Manager

Employee Id: 00124075

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.