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
Topics to Highlight

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

**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.
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
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

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Sr Associate VP delegates Manager 1 to Administrative Assistant

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

Work and Job Information

| Transaction Date | 08/08/2022 |

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

New Information

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Current Information

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<td>Human Resource Manager 2138</td>
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<tr>
<td>Senior Associate Vice Pres 00028281</td>
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<td>Senior Associate VP of Human Resources</td>
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Changes Made
* Required Field
Sr Associate VP delegates Manager 1 to Administrative Assistant

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<td>Senior Associate VP of Human Resources</td>
</tr>
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Comments:

for approval of payroll actions.
Sr Associate VP delegates Manager 1 to Administrative Assistant

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.