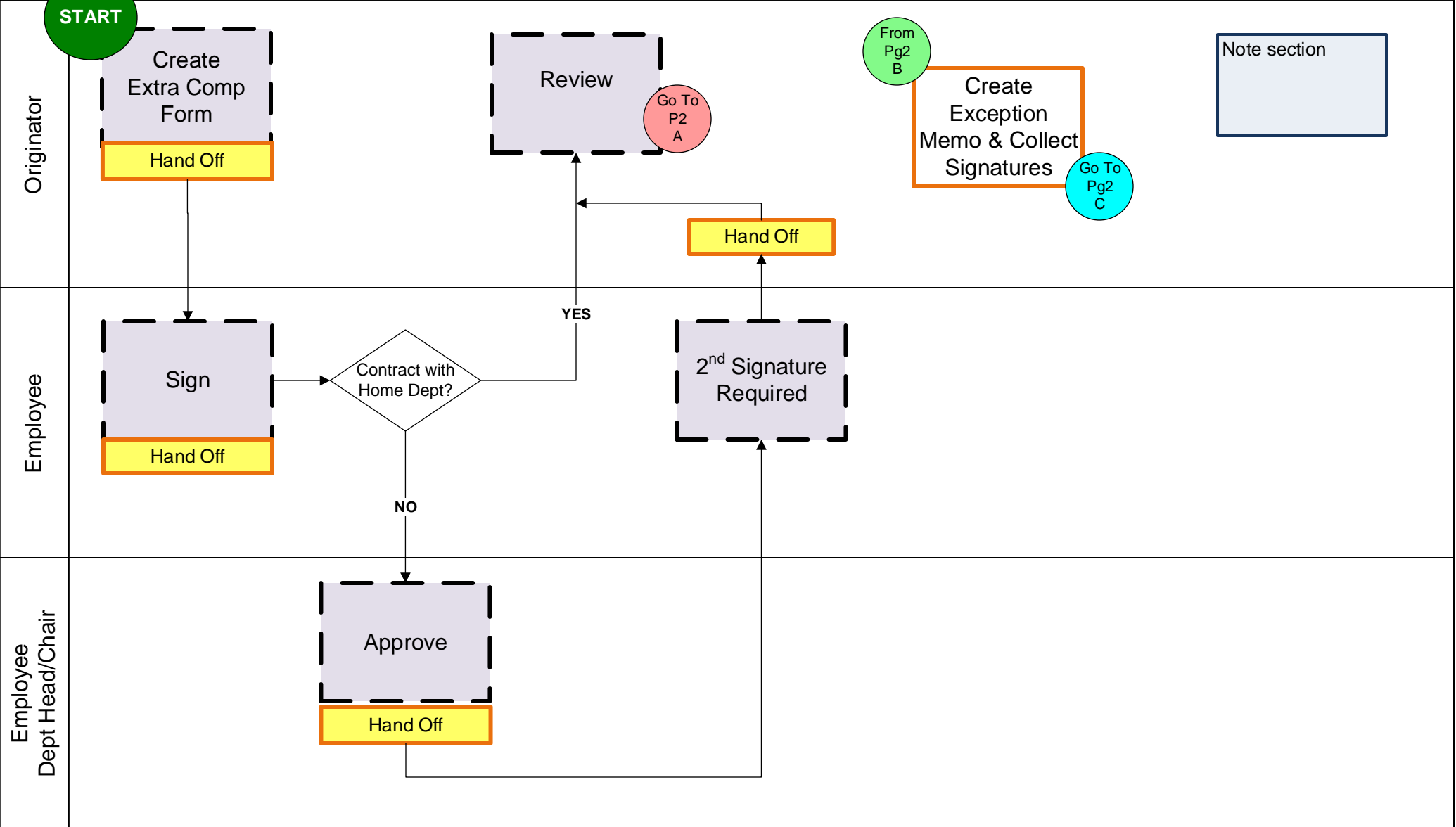
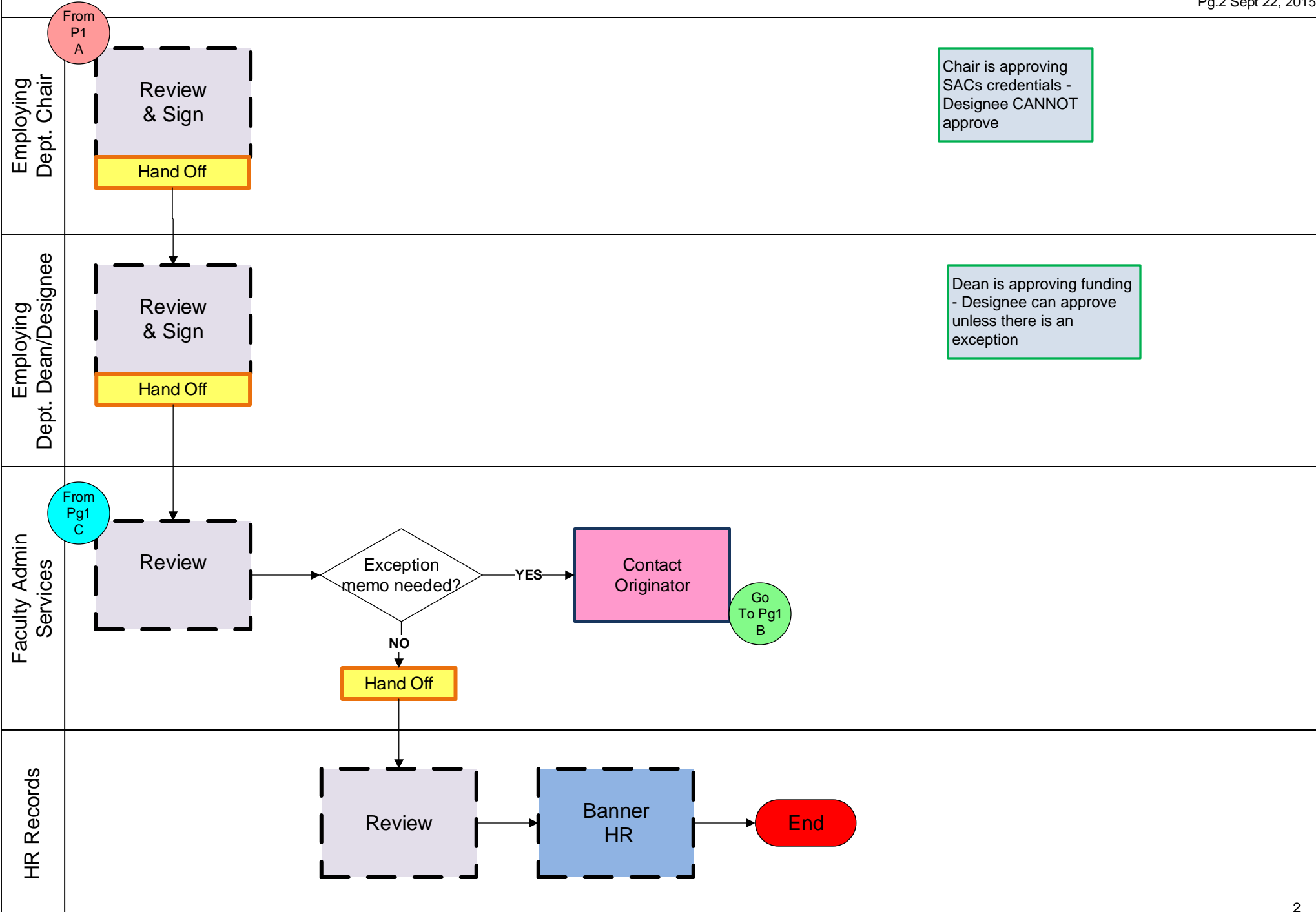


Extra Compensation – Academic Teaching “AS IS”



Extra Compensation – Academic Teaching “AS IS”

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Pains & Issues:

Please Read First:

The issues and pain points identified during the As Is Process Mapping workshop and the Analysis workshop are noted below. The Issue is numbered and its Root Cause Analysis is in red text, preceded by RCA prefix.

1. Process is Paper

RCA: An online electronic process does not exist

2. Multiple contract forms currently exist for Extra Compensation

RCA: Separate forms were created for Teaching and Non-Teaching contracts

3. Forms do not pre-populate employee information

RCA: Forms are in PDF format

4. Multiple signatures required, employee signs twice and home department signature required on all forms

RCA: Academic Teaching form was created with employee signature created twice and requires employee home department on all forms regardless of work hours

5. Several handoffs in the process

RCA: Directions indicate the paper form has to be routed through several departments for review and approval and no mention of Provost office who is included in process for Faculty on a Non-Teaching contract

6. Exception Process

RCA: Exception process is not noted in the beginning of the process, therefore can slow the routing and approval process

7. Form is not always validated the employee is eligible to perform Extra Compensation

RCA: Department Originators may not have knowledge of policy UM1490 or are not validating the employee's eClass

8. F9 eClass employees extra compensation wages are not included in Effort Certification reporting

RCA: Reporting does not take into account these earning codes

9. F9 eClass employees extra compensation wages could put them in danger of exceeding 100% of their base salary for the fiscal year

RCA: Extra comp earnings codes are not incorporated in Faculty Summer comp contracts

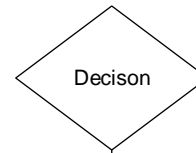
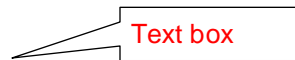
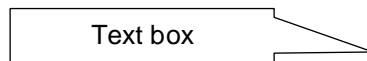
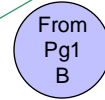
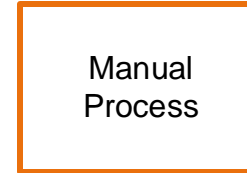
10. Locating the correct form to use for Faculty is difficult

RCA: Form is several clicks to find, located Provost/Resources/Faculty Administration/Part-Time Faculty

Analysis of the 'AS IS' process

1. Are all roles essential? **No**
2. What is the number of hand-offs? **7**
3. Are any steps automated? **No**
4. Iterations (how many times is process repeated in a timeframe)? **Three times a year – one for each semester**
5. What tasks consume the greatest amount of time? **Following the paper work around to get signatures**
6. Does each task add value? **No**
7. What steps can be eliminated or automated? **Eliminate the employee's home department head signing the form unless the work is being performed during the employees' regular work hours. Entire process can be online form, with approval queues and electronic signatures.**
8. What steps should be added? **None**
9. Percentage of errors (forms returned, corrected, contacted person for corrections, etc.) **5%**
10. % FTE and/or estimate time takes for each key role in the process. **2 hours 15 min**
Orig – 1 hour
Employee – 15 min (has to take form to manager and collect signatures)
Manager / Chair / Dean - 10 minutes each= 30 min
Faculty Admin – 30 min
HR Records – 30 min
11. Metrics – identify measurable outcomes What do we expect to save (time, manual steps, paper, unnecessary reviews & approvals). **Time, paper, unnecessary signatures**

Legends



NO