Extra Compensation – Non Teaching “AS IS”

Originator:
- Start
  - Create/Update Extra Comp Form
    - Hand Off

Employee Fin Manager/Designee:
- Sign
  - Hand Off

Employee:
- Approve
  - Hand Off

Route for Signatures:
- hand off
  - Go To P2 A

Review:
- Hand Off
  - Go To P2 B
  - Go To P2 C
  - Go To P2 D

From P2 E
Go To P2 A
From P2 B
Go To P2 B
From P2 C
Go To P2 C
From P2 D
Go To P2 D
Extra Compensation – Non Teaching “AS IS”

**From P1 A**

**Review & Sign**

Teaching Credit Courses?

- YES: Hand Off
- NO: Go To Pg1 B

**Go To Pg1 B**

**Hand Off**

**Employing Dept. Fin Manager**

**Review & Sign**

**Go To Pg1 C**

**Hand Off**

**From P1 C**

**Review Validate Approve**

Approved?

- YES: Grant Funded?
- NO: Hand Off

**Grant Funded?**

- YES: Faculty?
- NO: Hand Off

**Faculty?**

- YES: Scan Form
- NO: Hand Off

**E-mail Form**

**Go To P3 H**

**Approved?**

- YES: E-mail Originator
- NO: Hand Off

**From P3 J**

**Go To P3 L**

**E-mail Originator**

**Go To P3 M**

**Work Force Mgmt**

**E-mail for updates**

**Go To P1 E**

**Go To Pg3 F**

**Go To Pg3 G**

**Pg2 Sept 22, 2015**
Extra Compensation – Non Teaching “AS IS”

Grants Acctng
- Validate
- Hand Off

Provost
- Review & Approve
- E-mail Approval or Denied

HR Records
- Review
- Create Job Record
- End
**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 does 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:

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

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?

2. What is the number of hand-offs?

3. Are any steps automated?

4. Iterations (how many times is process repeated in a timeframe)?

5. What tasks consume the greatest amount of time?

6. Does each task add value?

7. What steps can be eliminated or automated?

8. What steps should be added?

9. Percentage of errors (forms returned, corrected, contacted person for corrections, etc.)

10. % FTE and/or estimate time takes for each key role in the process.

11. Metrics – identify measurable outcomes What do we expect to save (time, manual steps, paper, unnecessary reviews & approvals).