



University Process Improvement Temporary Employment Appointment

The Temporary Employee Appointment team was formed to review current policies, administrative processes and practices related to the appointment of temporary employees. The team has completed the development of new eContract for appointment process.

New features include:

- Eliminate paper forms.
- Eliminate the physical signatures for candidate and departmental staff.
- Eligibility validations included, reducing the time spent looking up data in Banner, therefore expediting the contract for processing.
- Developed automated email communications. Notifications are managed systematically for the originators, financial managers, HR staff and candidate.
- Elimination of additional paper forms for Kronos timekeeping.
- Systematical adds the correct FOAP information based on the position number entered, eliminating data entry errors.

New eContract Appointment Process:

- Streamline process to flow systematically from originator, financial manager, HR Service Desk to HR Partner.
- Ability to start electronic contract for New hires, no previous University association.
- Dashboard tracks form and indicates where form currently resides
- Eliminate contract routing to Shared Services Center until required Banner data has been updated.
- Financial managers/designee selections based on index number.
- Dashboards indicate status allows departmental staff to easily identify status of form.
- Archive records available for look-up.
- Emails and reminder systematically generated.

Metrics:

- Eliminated 13 handoffs
- Eliminated copying, filing, tracking of documents
- Estimated time savings by using an electronic system, approvals and 939 staff hours annually