

**Administrative Process Improvement Projects:
September 28, 2011**

GA Appointment/Reappointments – live December 2010 COMPLETE

- Approximately 500 electronic GA contracts were processed for spring 2011, eliminating more than 1,000 paper documents for that semester alone; students are no longer required to report to an office to sign contracts, saving administrative staff time and improving student satisfaction
- Banner HR Electronic Personnel Action Form (EPAF) implemented
 - Electronic signatures
 - Approval levels defined and forms routed appropriately
 - Process creates the employee job record, eliminating manual entry
 - EPAF knowledge gained through this project will benefit several future projects as the potential for EPAFs is significant

Faculty Summer Compensation – live April 18 2011 COMPLETE

- Approximately 250 electronic nine-month faculty summer compensation contracts will be processed, eliminating more than 360 paper documents this year alone
- Controls are now in place to ensure compliance with federal requirements and TBR and University Faculty Compensation policies, eliminating the potential for overpayments
- Faculty and staff have access to one source, one form to review contract information in the new e-form database
- Several levels of review and signature have been eliminated from the process
- Data from Banner Student and Finance have been integrated into the e-contract, eliminating the need to look up information and then hand write it on the old paper forms