



Administrative Process Improvement Projects May 2017

New Projects for Executive Review:

Private Scholarship, Budgeting and Administration

- Review processes relating to donor scholarships from conception to awarding
- Map current state 'AS IS' process and create an improved streamline process for the future state "TO BE"

Student Worker Appointment (eContract w/EPAF Shared Services Center)

- Create eContract process with workflow routing forms to the appropriate offices for review and approval
- Create Banner Electronic Personnel Action Form (EPAF) that will route to Shared Services Center for submission
- Eliminate paper forms, systematically validates students providing data integrity and streamlines the process

W4 and Direct Deposit Online Request

- Use Banner Employee Self Service Functionality to allow employees to update their W4 and Payroll Direct Deposit information
 - Eliminate paper forms having employees walk to the Payroll office to complete forms
 - Increase productivity of administrative staff all across campus
 - Provide needed improvements to processes which are manually intense
 - Provide top notch customer service to all university employees
 - Reduce overlapping duties and possibly eliminate some overtime expenditures