Administrative Process Improvement Projects
September 2017

Executive Approved Projects for PMG to Prioritize:

9-12 month Faculty Re-Appointments (EPAF/Shared Services Center) – approved 6/2012
- Currently, departments submit paper reappointment forms which are routed through the dean's office, faculty administrative services, the provost's office and HR records. Processing and tracking reappointments electronically would save time at all levels of review. The paper forms are completed using Banner data. In EPAF's most of the data could be imported, greatly reducing errors and the amount of time spent checking and correcting data at each level of review.

Banner Faculty Load Module - FLAC (low) – approved 9/2011
- Enhances integration between Banner Student and HR systems.
- Improves user productivity through automated application of job assignments, information presented to faculty and administrators in easy to understand format through the portal.
- The University has invested, and continues to invest, considerable resources in maintaining homegrown applications, in addition to EPAF customizations, to support faculty hiring. Manual processes have been created to ensure alignment between faculty contracts/payroll processing and faculty assignments in Banner Student.
- Implementing FLAC will allow us to utilize Ellucian (Banner) supported processing for these functions and will free up technical resources/PIP teams to work on other projects.

Banner Leave Usage (low) - approved 10/2015
- Analyze 'Request to Take Leave' option.
- Use Banner Leave Reporting module and tie usage to Pay/Payroll processing.

Faculty International Travel - approved 10/2016
- Review and define current process across academic departments.
- Define set of guidelines for academic departments to follow, what constitutes eligibility approval process.

FERPA Compliance - approved 10/2015
- Review FERPA (Family educational Rights and Privacy Act) compliance issues.
- Determine how the University can improve processes and communication.
- Review current online tutorial, questions and database design.

Full Time Staff Appointments (EPAF/Shared Services Center) – approved 6/2012
- Improve efficiency; reduce errors; eliminate need for paper contracts; eliminate need to provide redundant information.

Late Add/ Late Registration – PMG approved 10/2016
- Review current processes associated with adding a course or register after the official last day to add
- Map current process with other offices associated with process to determine pains & issues
- Develop a streamline more efficient process for the student

Late/Retroactive Withdrawal Procedure – PMG approved 5/2017
- Standardize and streamline the process for students
- Create an online form with the ability for faculty to attach documents

Learning Curve Training Site approved 10/2015
- Site needs a review to improve registration and attendance recording.
- Human Resources is researching a third party software solution.

Outside Scholarship – approved 4/2017
- Request to create a paperless process with workflow routing forms to the appropriate offices for review
- Disbursement will be streamline for efficiencies and students' will receive funds in a timely manner
- Information Technology Services is in the process of procuring DocuSign software. The software allows for electronic submission, signatures and process workflow. Recommend that this product be used for this

Research Study Participants Payment Procedures (Students & Temp Employees) approved 10/2015
- Design a process and form for onetime payment for research participants.
- Outcome expected is more students will participate in research projects.

Security Request to Banner and Third Party Software approved 10/2012
- Process currently requires submitting different forms for Banner finance and HR, Banner student, admissions, Tiger Buy, etc. to different offices for review, analyzes and granting system access.
- Combine various paper forms into one online form with workflow to appropriate offices and capture electronic signatures.

Summer Purge - approved 10/2016
- Review the deadlines associated with TBR purge schedule.

Student Request for Term Delete approved 10/2016
- Design an electronic process to route form to various offices for review and approval.
- Eliminate paper form and handoffs.
- Use DocuSign software.

Student Worker Appointment (eContract w/EPAF Shared Services Center) approved 6/2012
- 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

Temporary Staff Appointments (EPAF/Shared Services Center) approved 6/2012
- Review current paper forms for improvements and create eContract with EPAF/Shared Services.

Travel Electronic Process w/Shared Service Center approved 10/2015
- Team recommended university purchase a travel software product to meet all university needs

- DocuSign software possible solution. Shared Service create the expense form and route to employee for signature, to their Financial Manager then to Accounting.

W4 and Direct Deposit Online Request – approved 5/2017
- 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