Extra Compensation – Non Teaching "AS IS"

Originator

START

From P2 E

Create/Update Extra Comp Form
Hand Off

Route for Signatures
Hand Off

Go To P2 A

From Pg2 B

Review
Hand Off

From Pg2 C

Go To Pg2 D

Employee

Sign
Hand Off

Employee Fin Manager/ Designee

Approve
Hand Off

Extra Compensation – Non Teaching "AS IS"
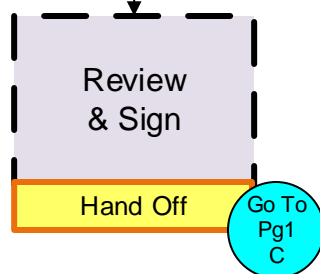
Employing Dept. Fin Manager

From P1 A

Review & Sign → Teaching Credit Courses?

- **NO** → Hand Off → Go To Pg1 B
- **YES** → Hand Off
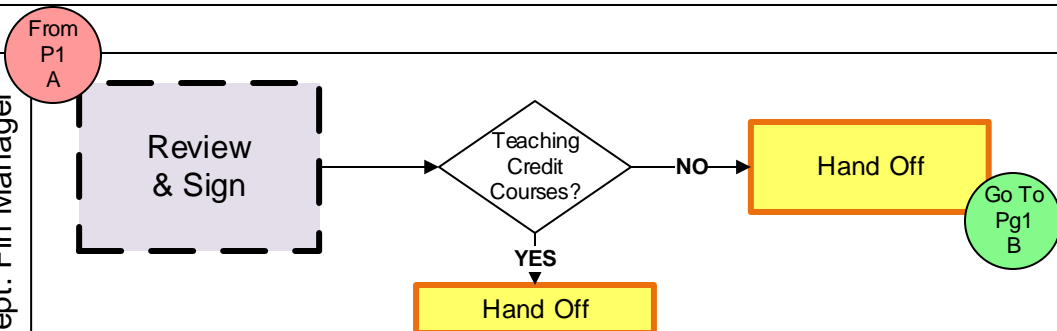
Employing Dept. Dean/Designee

Review & Sign → Hand Off → Go To Pg1 C

Work Force Mgmnt

Go To Pg2 D

Review Validate Approve → Hand Off

Approved?
- **NO** → E-mail for updates → Go To P1 E
- **YES** → Grant Funded?
  - **YES** → Hand Off → Go To Pg3 F
  - **NO** → Faculty? (From P3 I)
    - **NO** → Hand Off → Go To Pg3 G
    - **YES** → Scan Form → E-mail Form → Go To P3 H

From P3 J

Approved?
- **NO** → E-mail Originator → Go To P3 L
- **YES** → Hand Off → Go To P3 M
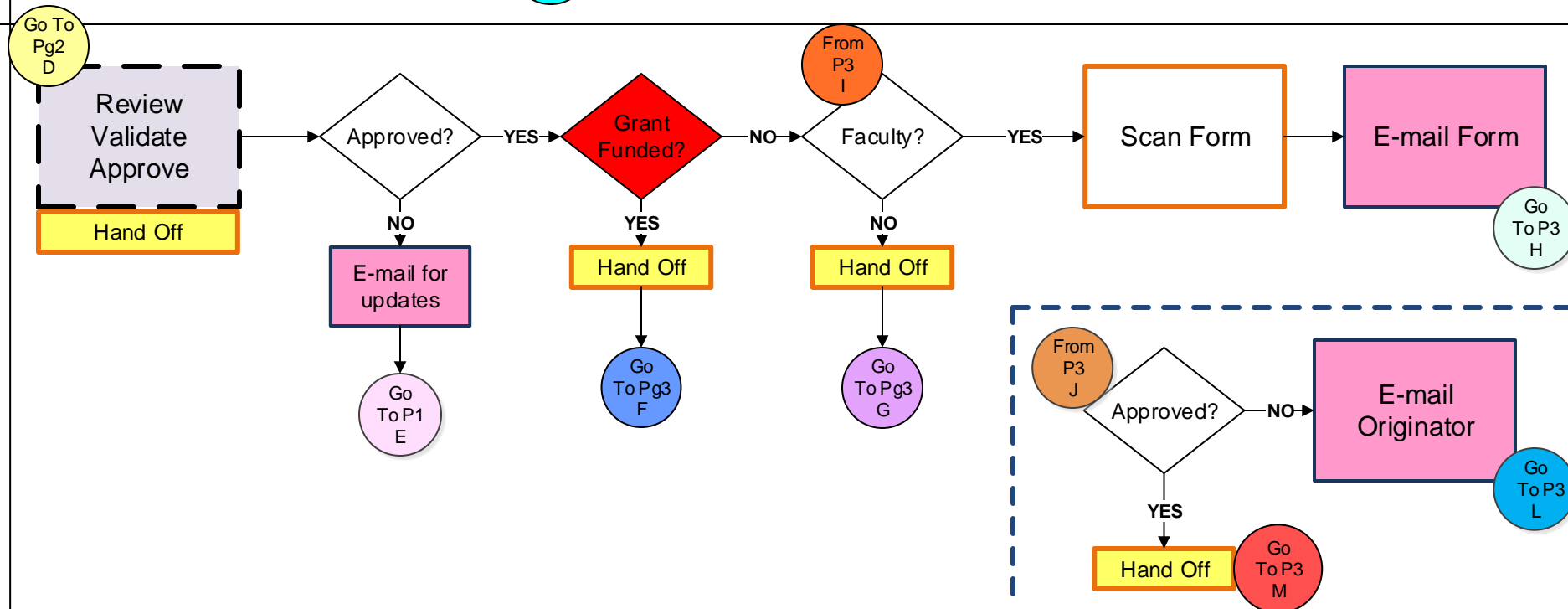
Extra Compensation – Non Teaching "AS IS"
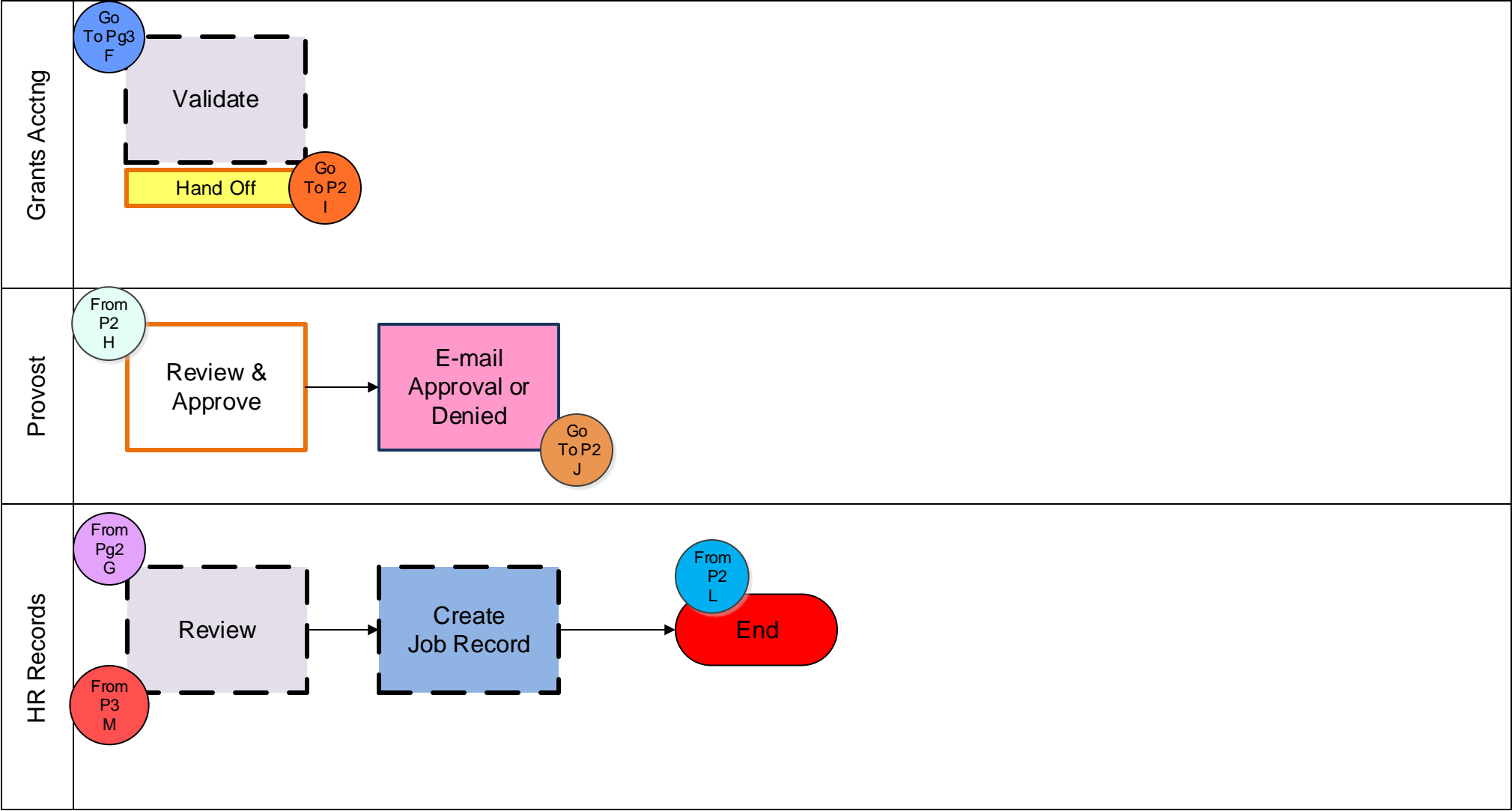
Pains & Issues:

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
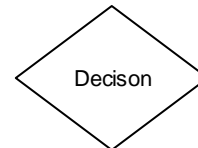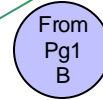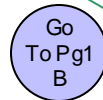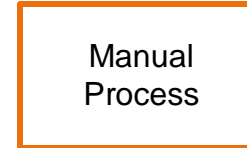RCA:

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).

Legends

START

Banner
HR

Extra
Compensation
Forms

E-mail Messages

Manual
Process

Pains
P1

End

Connectors

Go
To Pg1
B

From
Pg1
B

Rpts

Text box

Text box

Decison

NO