



Administrative Process Improvement Project Summer Compensation Phase II Quick Hits/Improvements

The Summer Compensation team will meet to evaluate Nine Month Summer Compensation eContract program changes, reports needed/changes, Summer Comp EPAFs, and update training material for summer 2012. Timeline: September 2011 – April 2012

EContract Programming changes:

- Removed printable contract option
- Email option – add code to email originator to create EPAF
- Remove 'Grant Accounting' check box option
- Add language pertaining to the 90% month rule
- Improved contract versioning by date
- EPAF friendly page added

EPAFs

- Nine EPAFs are created for each summer session/type
- Revision EPAF – New
- Termination EPAF – New
- Add contract field to EPAFs for originator to enter for ease of monitoring versions
- 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
- Validation Script to alert departments via email of differences between the eContract and the saved and/or submitted EPAF.
- HR email notifications when a department cancels or voids an EPAF.

Reports

- Modifications made to reflect changes to eContract database
- New reports developed

Training

- Updated training materials
- Provide campus training for departments.
- Summer 2011 HR Records created the EPAFs from paper contracts. Summer 2012 departments will create EPAFs and use system electronic approvals

TimeLine:

- Mid-September 2011 – November
 - scope changes for econtract code
 - EPAF reviewed, changes made and tested
- February 2012- Test eContract and EPAFs (4 3hour sessions)
- March 2012 – training material updated to reflect changes in eContract and EPAFs
 - March 20,21,22,28, & 29 – Campus training
- April 6 – Go live
 - April 11, 12, and 20th Work Help Sessions