

BUSINESS PROCESS CHANGES

What Does It Mean to Me?



Greater Detail and Transparency Associated with Transactions



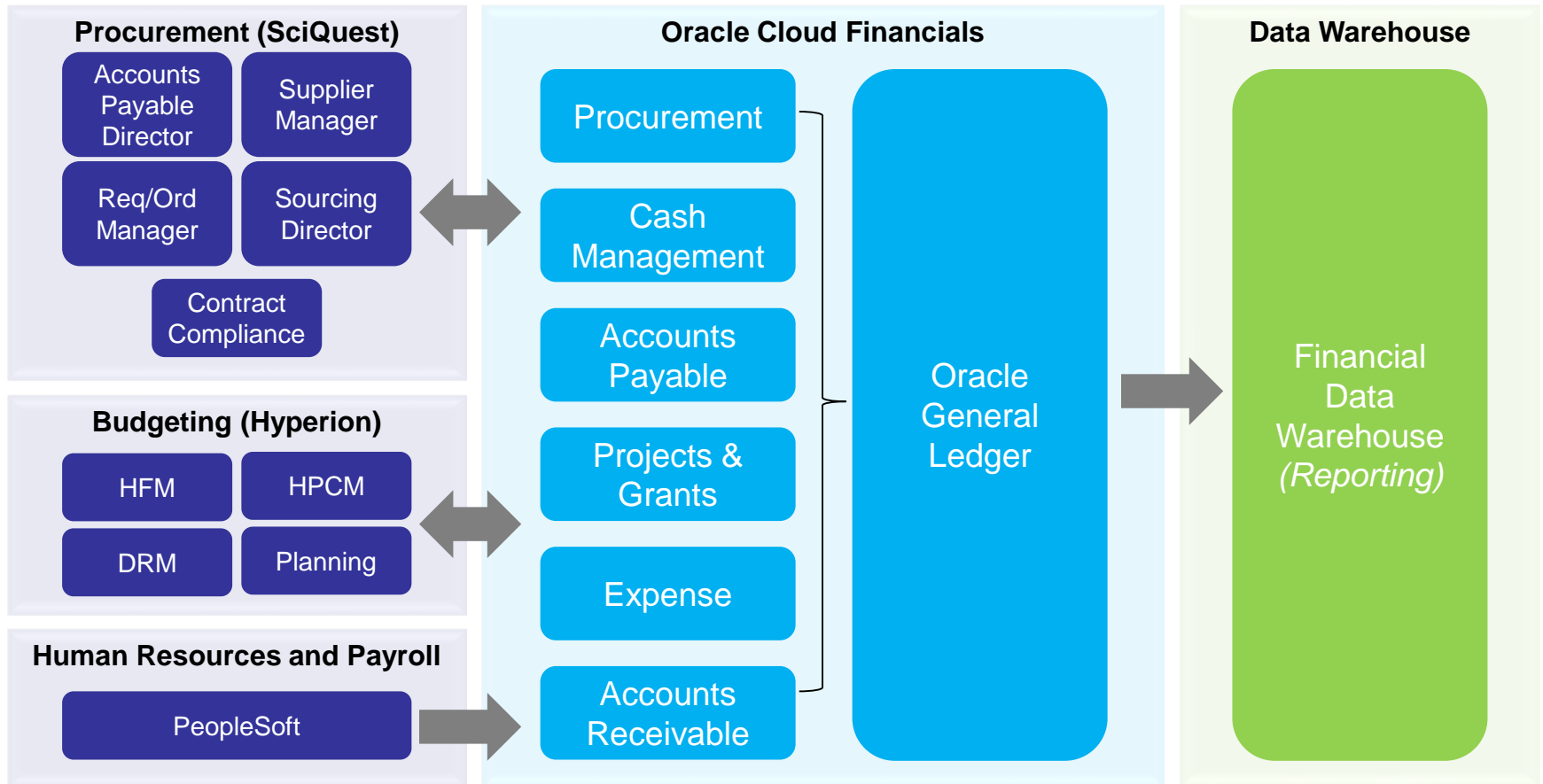
Greater Ability to Control Expenditures



Enhanced Reporting Capabilities

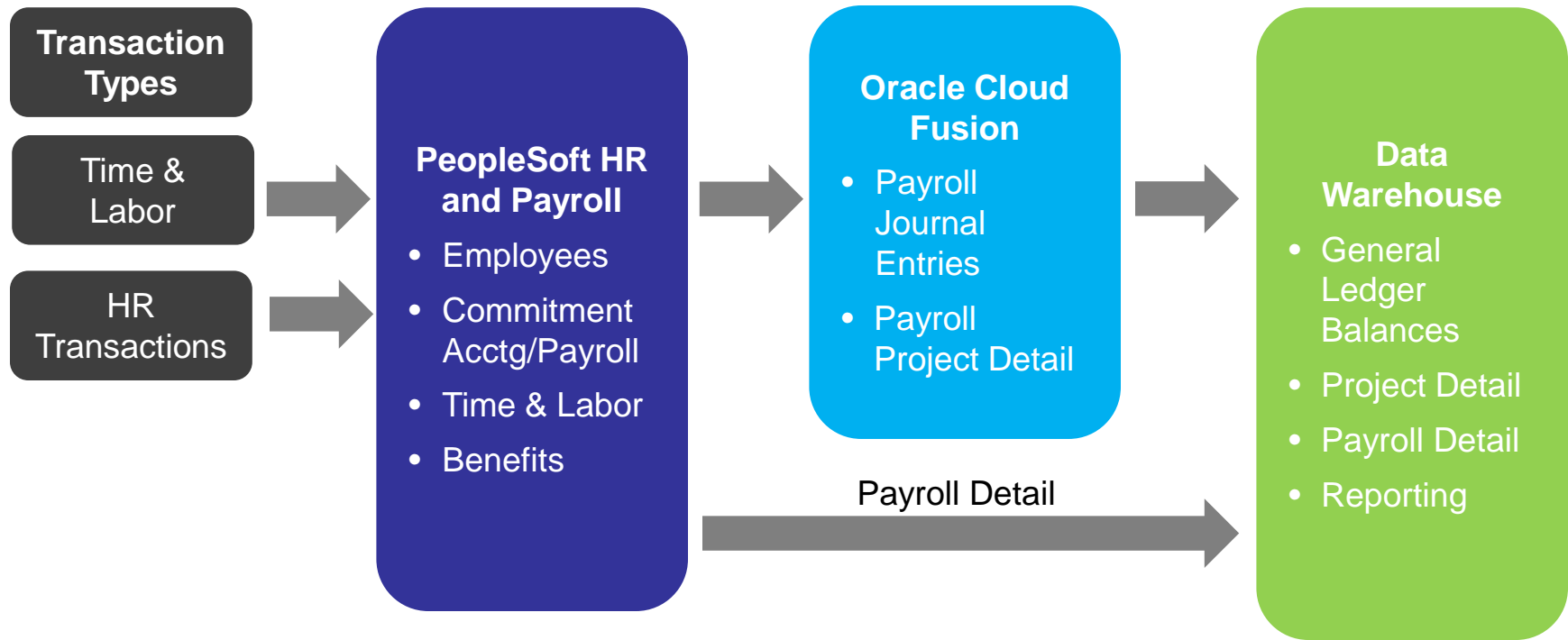
Administrative Information Systems

Financial, Procurement and Human Resources and Payroll Environment



NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)

Human Resources and Payroll: Transaction Flow



Business Process Changes

Time and Labor Reporting (Human Resources and Payroll)

People and Process Implications

- Elimination of paper time sheets
- Only hourly and overtime eligible employees need to report time



What It Means to Me...

- Employees will use KRONOS*, WebClock or submit a manual report to department time keeper for PeopleSoft entry
- Assigned time keepers and approvers will coordinate reporting and approval of all time for employees who are hourly/overtime eligible
- Employees verify PTO via self-service
- Approvers must verify ARS before approving PTO requests

**Existing departments/users only*

Business Process Changes

Commitment Accounting (Human Resources and Payroll)

People and Process Implications

- Salary distributions and commitment accounting will be entered into PeopleSoft; aligned with Rutgers processes



What It Means to Me...

- Understand the new Chart of Accounts to accurately map current fund sources/indexes to the respective Chart of Accounts segments

Business Process Changes

Staff and Faculty HR Transactions (Human Resources and Payroll)

People and Process Implications

- RBHS will continue to maintain current paper-based process to request and obtain approvals for staff and faculty HR actions
- Systems notifications to units will be handled outside of PeopleSoft. Workflow will be handled by central HR to record the requested transaction in PeopleSoft.
- Salary distributions will be handled by the unit's designated commitment accounting staff
- Position management will not be supported at this time



What It Means to Me...

- Phased implementation of HR transactions processing through PeopleSoft by school, department, or unit
- Units can continue to complete internal approval processes, but with the elimination of EPAF (electronic personnel action form) approval routing

Business Process Changes Reporting and Analytics (All Projects)

People and Process Implications

- Real-time access to information as its posted to systems (Cloud, PeopleSoft, SciQuest, FDW)
- Self-service model – use of multiple tools to get information – less reliance on other people to provide information
- Information will be integrated? Or consolidated across units in Rutgers and RBHS
- Standard/rationalized data for consistency
- Discoverer (for RIAS data) and the Controller's Report Library (for Banner data) will be available for accessing historical data only.
- Eprint repository reports (RBHS) will no longer be available after go-live (only for historical data)



What It Means to Me...

- Ability to access real-time information
- Units will see other units' information
- Need to learn a set of tools to get information needed for managing and measuring the business
- Some report development tools will be available to certain users in the units depending on needs, while others will be a request to the Controller's Office