

APPENDIX E

Employee Systems

ESTF

Task Force



Summary of Needs

06/19/97

Introduction: The following lists Employee Systems Task Force (ESTF) needs identified by the ESTF Planning Committee. Ideas originated from a variety of sources including:

- ESTF focus groups initiated at three UC locations (LA, SD, OP) that included diverse participants, e.g., students, staff, retirees, faculty
- organizations exemplifying "best practices," e.g., Hewlett-Packard, which were identified by ESTF Planning Committee efforts
- campus consultative groups, e.g., Department Representatives
- functional groups, e.g., Academic Personnel, Payroll Managers
- campus-specific projects already underway or which are under consideration
- a review of individual campus local modifications to the base payroll system
- a review of existing project lists from previous or on-going task forces or committees, e.g., Payroll Personnel Project Work Group, UC Title Code Work Group

Each item includes a brief description of its goals; some also include additional explanatory comments. Each item is categorized under either a ***Global Application Needs*** or ***New Features and System Enhancement Needs*** heading. Within the latter heading, needs are assigned one of the following priorities/ratings: "HIGH-MEDIUM," "LOW," "CAMPUS," i.e., should be completed on a campus-by-campus basis, or "OUTSIDE SCOPE." This latter category is for projects which were deemed beneficial but outside the scope of the Task Force charge.

Global Application Needs

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
101	Demographic Database	To enable people-centric processing, eliminate redundant processing, and better integrate common, centralized demographic data between applications. Also, can support university authentication objectives.		Central Offices, Departments, Employees		HIGH
102	Employee Access	To improve access to employee data and improve the employees' ability to maintain their own data.	This would be utilized by the employee and available by multiple means of access, e.g., web, ivr (telephone), kiosks. <i>note:</i> Different methodologies may provide varying levels of functionality	Central Offices, Departments, Employees		HIGH
103	Online Entry of Data Currently Submitted by Forms		Potential applications would include insurance forms, beneficiary designation, W-4 forms, new employee forms <i>note:</i> forms shouldn't just be replicated online, i.e., overall process should be reviewed and improved	Central Offices, Departments, Employees		HIGH

Global Application Needs continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
105	Electronic Access to Employee Records from Sources Not Currently Readily Accessible	To streamline operating processing	<p>This would be utilized by the University (employer perspective)</p> <p>It is necessary to include the issues of the electronic data storage for this information such as document scanning, for example</p>	Central Offices, Departments		HIGH
106	Modelling and Projection Applications	To provide people-centric applications to facilitate individual's ability to make a decision and second, to allow decision forecasts	Provide more direct employee consultative services, e.g., W-4 modelling, pension projections; also see specific items in the New Features and System Enhancements section of this document, e.g., Salary Administration.	Central Offices, Departments, Employees		HIGH
107	Smart Cards	To enable multipurpose authentication, authorization	An ideal balance between security and convenience should be achieved	Central Offices, Employees	CAMPUS	N/A

New Features and System Enhancement Needs: HIGH-MEDIUM priorities

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1006A	Salary Administration - Merits	To provide salary modelling of merits as well as automating the merit adjustment process itself and facilitating online merit changes	Given market-based pay trends, modelling would facilitate ascertaining UC's position, at any given time in the market, for all benchmark positions at a minimum; would also allow departments to compute various scenarios to ensure meeting budget requirements. Merit processing provides online entry panels for processing non-academic merits. Also provides alternative reporting forms with collapsed distribution lines. Other objectives include reformatting the existing documents used by departments to reduce the number of lines to be marked.	Central Offices, Departments		HIGH

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1006B	Salary Administration - Range Adjustments	To provide salary modelling of range adjustments as well as automating the range adjustment process itself	Given market-based pay trends, modelling would facilitate ascertaining UC's position, at any given time in the market, for all benchmark positions at a minimum. For academic and staff positions, provide a means to campus-define the titles and original salary rates to be adjusted. Establish a mechanism to define by title or rates if the range adjustment figure is a percent of the rate or a flat amount. Allow for automated adjustments of by agreement, offscale rates, or special compensation distributions using established methodologies	Central Offices, Departments		HIGH
1012B	Ability to Update Data Elements Online	To improve application functionality		Central Offices, Departments		HIGH

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

#	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1024	Staff and Academic History	To allow consistent and timely access to personnel history and Records, eliminate the need for shadow databases, and assure accuracy of data accessible by UC locations and OP.	Accurate, timely access to history data would allow departments, campus admin offices, and OP to quickly/easily access data to facilitate employee tracking, to prepare ad hoc, Legislative, regental, and other reports, and respond quickly to Personnel issues as they arise.	Central Offices, Departments		HIGH
1031	Hours Worked / Hours Paid	To differentiate productive and non-productive hours	This would help disability management, service credit buybacks, leave tracking.	Central Offices, Departments		HIGH
1032	Leave Accrual and Reporting System	To facilitate processing on a separate schedule from pay	Leave usage/manual accruals could be entered online in a process similar to regular time reporting process, but as a separate process <i>note:</i> currently partially operational at UCI			HIGH
1040A	Increase Corporate Personnel System (CPS) Data Feed Frequency		Provide for more frequent transmission of data to CPS and easier interfaces, or integration, if feasible	Central Offices		HIGH

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1040B	Improve and Expand CPS Reports			UCOP		HIGH
1040C	Ad Hoc Reporting	To improve access to employee data	This would be utilized by the University (employer perspective) and would include accessing history data.	Central Offices, Departments		HIGH
1044A	Benefits Systems Process Re-Engineering and Database	To review and redesign retirement and health and welfare business processes at UC Benefits and to convert UCRS to a relational database, consolidate systems and data, improve interfaces to other systems, and provide easy access to data for central and campus administrators		Central Offices, UCOP		HIGH
1044B	Benefits Systems Re-Engineering - Document Management and Workflow	To implement a document management / workflow system to enter, store, retrieve, and route customer files		Central Offices, UCOP		HIGH

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1044C	Benefits Systems Re-Engineering - Employee Access	To provide additional interactive voice response (ivr) and web applications for employees to directly retrieve and model personal information and process transactions related to re-engineered processes		Central Offices, Employees, UCOP		HIGH
1044D	Employee Direct Systems	To replace forms and other written materials with IVR/web applications that give employees the ability to update and retrieve data	-improved MAC calcs -merged IVR -Benefits enrollments for actives and annuitants: new hires; open enrollment; status changes (year round) -retrieval of personal data -statement of health forms	Central Offices, Employees, UCOP		HIGH
1003	Title Code Systems Enhancements	Improve timeliness of data in both central and local title code systems, expand systems to capture data required for current salary Administration practices, provide improved access to data in systems.	This general description covers many specific recommendations which will be included in the Title Code System Workgroup report.	Central Offices, Departments		MAINT. HIGH

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

#	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1054	Number of Quarters Employed	To count the number of quarters a student is employed in an academic title		Central Offices		MAINT. HIGH
1055	Citizenship Form	To create an online statement of citizenship form	This would provide edit capability and indicate whether a form has been completed.	Central Offices		MAINT. HIGH
1012A	Add New Data Elements	To add new HR data elements	Education Degree, Education Institution, Education Dates, Research Interests for Academics	Central Offices, Departments		MAINT. HIGH
1020	PAN Improvements	To streamline PAN processing	Includes provisions for a better audit trail process and other enhancements.	Departments		MAINT. HIGH
1021	I-4 Separation Process	To enhance automatic PPS separation system processing	For example, to prevent dropping active appointments	Departments		MAINT. HIGH
1036B	Multiple Leaves for Employees on EDB	To provide the ability to record multiple leaves, both paid and unpaid, within the same pay period	Should also expand the leave codes to include unapproved absences	Central Offices		MAINT. HIGH
1052	Graphical User Interface for PPS			Central Offices, Departments		MAINT. HIGH
1039	Document Generation	To improve generation of routine documents	For example, appointment letters, COBRA notification, service awards	Central Offices		MEDIUM

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1042	Employee Campus Transfers	To provide for electronic transfer of data captured on employees who move from one campus to another, or who separate and return, and a means of tracking such movements	This may require assignment of an employee unique identifier such as social security number, as opposed to an employee / campus unique identifier. This should include the ability to query the corporate personnel system to determine if a prior employment exists or existed	Central Offices		MEDIUM
1006D	Salary Administration - Shift / On-Call Rates	To improve automation of adjusting shift and On-Call rates and maintain multiple shift and On-Call rates		Central Offices, Departments		MAINT. MEDIUM
1025	BELI / Retirement Code Edit	To add an edit to allow BELI 1 to be assigned only when there is a Retirement Code of U or equivalent	<i>note:</i> PPS project already underway	Central Offices		MAINT. MEDIUM
1026	BELI Derivation	To change the BELI derivation to take future student appointments into account when there are no current appointments	<i>note:</i> PPS project already underway	Central Offices		MAINT. MEDIUM
1027	403(b) MACS for New Hires		<i>note:</i> PPS project already underway	Central Offices		MAINT. MEDIUM

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

#	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1030	CORE Premiums Suspension	To suspend CORE premiums for new hires and newly eligible employees	<i>note:</i> PPS project already underway via the IVR New Hires process	Central Offices		MAINT. MEDIUM
1034	Reinstatement of Employees on Leave	To automate the reinstatement of employees who return from leave into the same plans they had prior to the start of their leave		Central Offices		MAINT. MEDIUM
1035	Retroactive Active Pay	To facilitate mass retroactive pay processing		Central Offices		MAINT. MEDIUM
1036A	Premiums for Employees on Leave Without Pay (LWOP)	To automate prepayment of premiums when employees go on a LWOP		Central Offices		MAINT. MEDIUM
1037	UC Contributions for Employees on Family Medical Leave Act (FMLA)	To automate payment of UC contributions for employees on FMLA		Central Offices		MAINT. MEDIUM
1038	Separation Processing of Suspended Items	To delete suspended dental items upon separation	Suspended dental premiums appear to remain indefinitely	Central Offices		MAINT. MEDIUM
1041	Employee Status Changes	To automate de-enrollment of employees from benefits for which they are no longer eligible	For example, when employees change their status from career to casual or per diem	Central Offices		MAINT. MEDIUM

New Features and System Enhancement Needs: HIGH-MEDIUM priorities continued

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1046	Remittance Processing	Automate generation of remittance checks to insurance carriers, credit unions, tax agencies, and other outside organizations.	<i>note:</i> PPS project on Payroll Sub-Group list	Central Offices		MAINT. MEDIUM
1047	Expense Distribution	Allow the expense distribution process to be run after each check write. Logic and mechanics should be developed to handle flat dollar benefit amounts.	<i>note:</i> PPS project on Payroll Sub-Group list	Central Offices		MAINT. MEDIUM
1049	Miscellaneous Deductions	Allow miscellaneous deductions to have both a beginning date and end date. Multiple authorization periods also should be provided per deduction and be controlled so that the periods do not overlap. Allow for retroactive deductions.	<i>note:</i> PPS project on Payroll Sub-Group list	Central Offices		MAINT. MEDIUM
1050	Control Tables	Provide an online facility to update Control Tables.	<i>note:</i> PPS project on Payroll Sub-Group list	Central Offices		MAINT. MEDIUM
1051	Worker's Comp	Facilitate processing of workers' compensation insurance payment adjustments	<i>note:</i> PPS project on Payroll Sub-Group list	Central Offices		MAINT. MEDIUM

New Features and System Enhancement Needs: LOW priorities

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1006C	Salary Administration - Incentive Based Pay	To provide salary modelling of incentive based pay		Departments		LOW
1011C	Comprehensive Layoff Data	To identify who was laid-off and also to be used as a counseling tool		Central Offices, Departments		LOW
1033	Insurance Court Orders	To improve court-ordered insurance matters	Identify dependents having court-ordered insurance coverage or when a restraining order prohibits cancellation	Central Offices		LOW
1043	Disability Modelling	To provide modelling for disability counseling	For example, to calculate the net pay effect of different benefit plans, waiting periods, and employee coverages	Central Offices		LOW
1045	Long-Term Disability Data Interface	To integrate long-term disability data with Payroll and HR information	This is related to extended sick leave and worker's compensation issues	Central Offices		LOW
1010	Seniority Derivation	To calculate seniority based upon leave accrual or actual hours worked		Central Offices, Departments		MAINT. LOW

New Features and System Enhancement Needs: CAMPUS

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1001	Applicant Tracking and Retrieval		Facilitate capture, storage, retrieval and tracking of staff and academic applicant information submitted to the system via paper, fax, or other electronic medium; also include the ability to match applicants with job requisitions and provide the requisite audit trails	Central Offices, Departments	CAMPUS	N/A
1002A	Online Employment Application		This would be utilized by the potential employee (job applicant)	Central Offices, Job Applicants	CAMPUS	N/A
1002B	Position Requisition	To create an efficient means for departments to list jobs	This would be utilized by the hiring department	Central Offices, Departments	CAMPUS	N/A
1002C	Position Control		One campus has already purchased the PeopleSoft HR application for Position Control	Central Offices	CAMPUS	N/A
1004	Data Warehousing	To access data for reporting	Includes worker's compensation, Labor Relations, Risk Management	Central Offices, Departments	CAMPUS	N/A

New Features and System Enhancement Needs: CAMPUS

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1005	Medical Compensation Plan	To facilitate calculating components of compensation	This needs to be specific to medical pay plans	Departments	CAMPUS	N/A
1006E	Salary Administration - Additional Functions		Facilitate monitoring of salary setting in campus departments by flagging actions not conforming to delegated authorities	Central Offices, Departments	CAMPUS	N/A
1007	Federal Affirmative Action Requirements	To improve affirmative action data processing	Ability to provide affirmative action data and generate requisite affirmative action reports more easily than current local systems	Central Offices	CAMPUS	N/A
1008A	Academic Case Tracking		Also facilitate efficient information distribution to departments	Central Offices, Departments	CAMPUS	N/A
1008B	Online Academic Dossier	To ease preparation of grant materials, academic merit review, papers, etc.		Departments	CAMPUS	N/A
1009	Leadership Continuity System	To be used for succession planning and career development		Central Offices, Departments	CAMPUS	N/A

New Features and System Enhancement Needs: CAMPUS

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
1011A	Grievance Processing	To maintain data on formal/informal stages of grievance processes (internal/external agency complaints)		Central Offices	CAMPUS	N/A
1011B	Corrective Action Tracking	To secure tracking of corrective personnel actions		Central Offices	CAMPUS	N/A
1013	Employee Development Data	To record employee training and to support enrollment in internal training courses		Departments, Employees	CAMPUS	N/A
1014	Employee Skills Tracking			Central Offices, Departments	CAMPUS	N/A
1015	Comprehensive Awards Data			Central Offices, Departments	CAMPUS	N/A
1016	Comprehensive Medical Separation Data			Departments	CAMPUS	N/A
1022	Health Science Compensation (HSC) Plan Supplemental Insurance	To improve PPS reporting and processing of HSC	HSC Plan Supplemental Insurance process provides base-PPS-like insurance processes for locally negotiated insurances which protect supplemental income of HSC Plan faculty members	Departments	CAMPUS	N/A

New Features and System Enhancement Needs: OUTSIDE THE SCOPE

<u>#</u>	<u>Name</u>	<u>Goals</u>	<u>Comments</u>	<u>Beneficiaries</u>	<u>Campus Issue</u>	<u>Priority</u>
	A21 Effort Reporting	To assess the benefits versus costs of adding a web interface and improved reporting capability				
	Contract and Grant Cost Sharing	To effect additional systems capabilities that would assist in compliance with contract and grant cost sharing documentation processes				