

August 2001
HRIS Follow-up Task Report

Return completed document to Judy.Thai@ucop.edu by August 30, 2001

ITEM #: 22	Workflow enabled processes
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Team #: 4	Reported by: Bobbie Lasky, UCD
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<p>Definition Statement: 1-13: Support workflow business processes</p> <p>Workflow enabled processes are within the domain of other areas of the HRIS system. Definitions of this item are those transactions that generate other work, and those transactions that flow through a process. Examples might include:</p> <ol style="list-style-type: none"> 1. Electronic approvals between campus offices – Dept. to Dean to Personnel to Dept. to Payroll - from recruitment through the actual hiring process. Approvals of merits, promotions, reclasses, or appointments that would generate both letters and PPS actions. 2. Leave approvals which might generate a notice to employee, information on leave benefits, and final update into PPS. 3. Performance management - (submitting written appraisals, reminding people if they aren't turned in, sending copy to employee, etc, update to PPS)

Re-engineering Required? Y/N: No

Size/Scope (person months)	Small < 1 month	Medium 1-3 months	Large 3-6 months	Extra Large > 6 months	Super Size > 1 Year
Requirements Definition & Development					1-13
Programming					1-13
Campus Implementation					1-13

Comments/Risk Factors: Workflow processes can require extensive programming and campuswide implementation, although return in employee time can be extensive. Some tasks may begin with PPS data already accessible and generate other actions. Other processes may generate outside of PPS and flow into the payroll system populating new fields for data gathering. Identification of specific areas where an HRIS system may enhance workflow practices requires extensive process mapping. Some current campus satellite systems exist to develop best practice solutions.

Programming Assumptions:

Workflow may be an integral part of some bolt-on systems; flow of data into or out of P/PS would most likely be handled with interface files. All processes that are candidates for workflow must be reviewed to ensure that each step adds value; many campuses have a business philosophy that emphasizes the delegation of authority and responsibility to the lowest appropriate levels and the use of post-action review rather than multiple approvals.