

August 2001
HRIS Follow-up Task Report

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

ITEM #: <u>7</u>	Collect additional address data for employees (17.4)
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Team #: <u>3</u>	Reported by: Maria Olegario and Mabel Lai
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Definition Statement:

17.4 Provide for identification of employee addresses or locators

- a) Administrative department - existing home department field
- b) Multiple work departments - existing distribution departments
phone number/extension for each and fax telephone number - new entry fields;
multiple occurrences
- c) Electronic mail address - new entry field
- d) Home addresses and telephone numbers - existing home address and telephone
number
- e) Physical work location - new entry fields
- f) Payroll distribution address - existing campus address
- g) Emergency contact - new entry fields

Add new fields at employee level, multiple occurrences of fields, editing, logic coding, maintain history and reporting. Some fields can be updated by UC for yourself.

Coordination to allow PPS to remain source for Directory project.

Re-engineering Required? Y/N: N

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		X			
Programming		X			
Campus Implementation		X			

Comments/Risk Factors: