

Re-engineering the Payroll Adjustment Process

Thursday, March 8, 2007

Presented by:
University Payroll and OBFS Business Information Systems

Agenda

- Why Re-engineer ANA?
- Current Re-engineering Activities
 - ITPC Process
 - Project Iteration Schedule
 - Requirements Gathering
 - Process Flows and Business Rules
- Unit Involvement
- Questions and Answers
- Resources

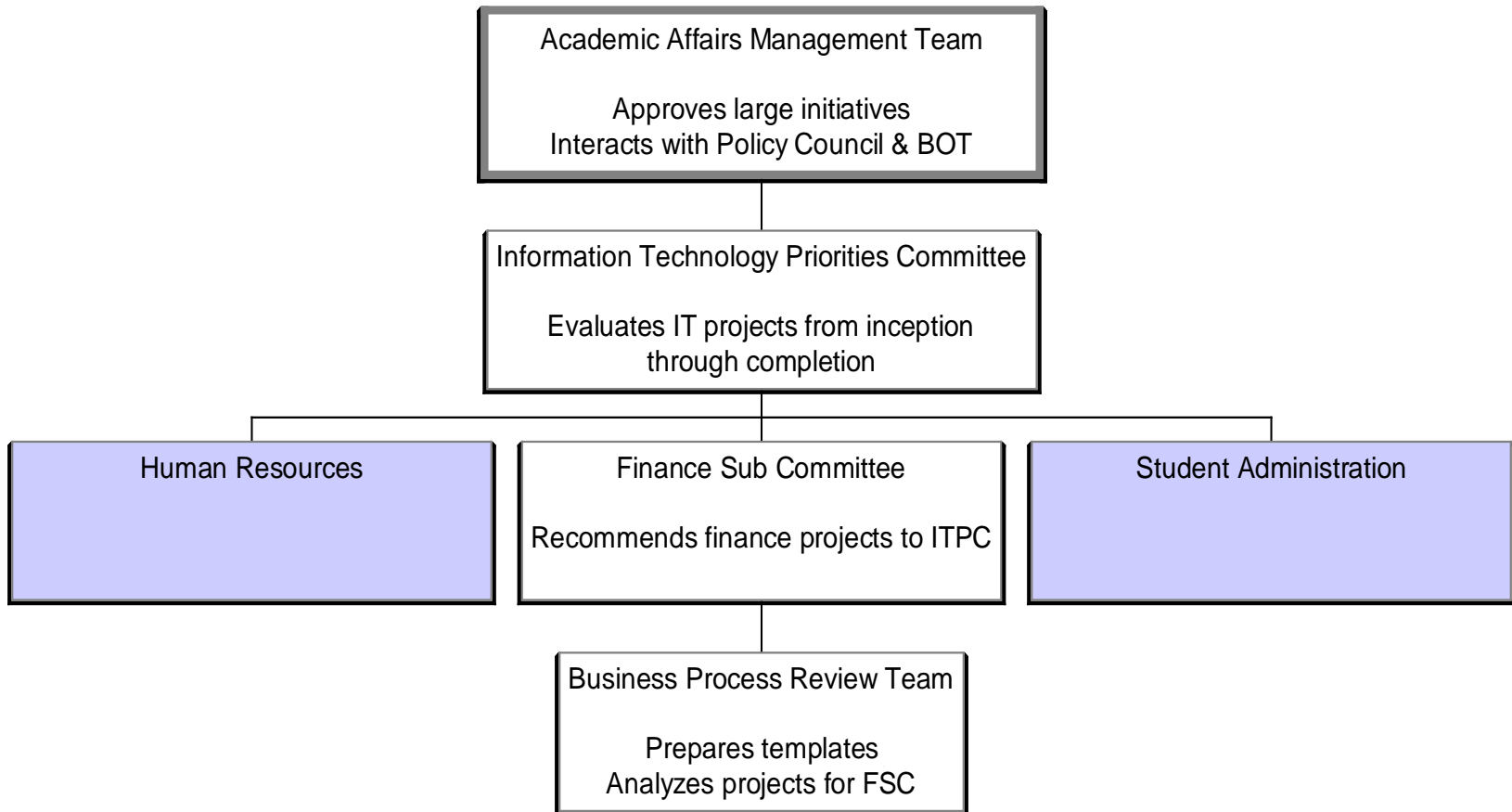
Why Re-engineer ANA?

To...

- Create a more efficient business process
- Link directly to Banner & obtain real-time data
- Implement a more robust & advanced technology
- Improve & focus on customer service
- Increase data integrity

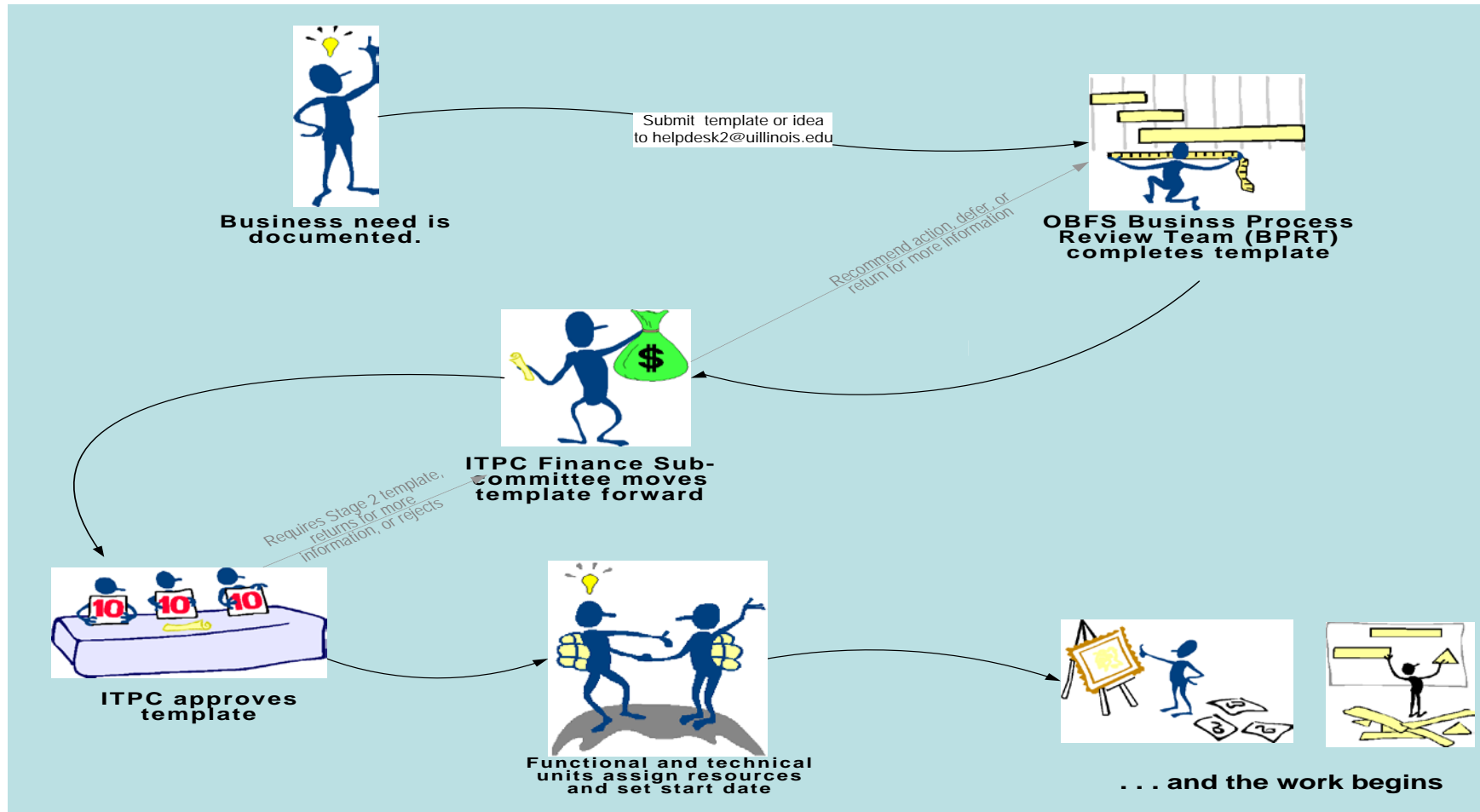
Current Re-engineering Activities: The ITPC Process

Selecting & Prioritizing Projects



Current Re-engineering Activities: The ITPC Process

Finance process steps:



Current Re-engineering Activities: The ITPC Process

How to request work

- Contact your campus Finance Sub-Committee Representative: Ed Valentine
- Discuss your idea with the appropriate OBFS functional unit
- Fill out a level 1 template and submit it to ITPC@uillinois.edu

Current Re-engineering Activities: The ITPC Process

How to track proposal and project status:

- Go to: www.aitis.uillinois.edu
 - Select projects
 - Expand the list for detailed information



Current Re-engineering Activities: Proposed ANA Schedule

1. Pay Period* and Leave Balance Adjustments

* Includes Current Pay Period, Overpayment, and
Underpayment Adjustments

2. Separation Pay

3. Taxable Benefits

4. Awards

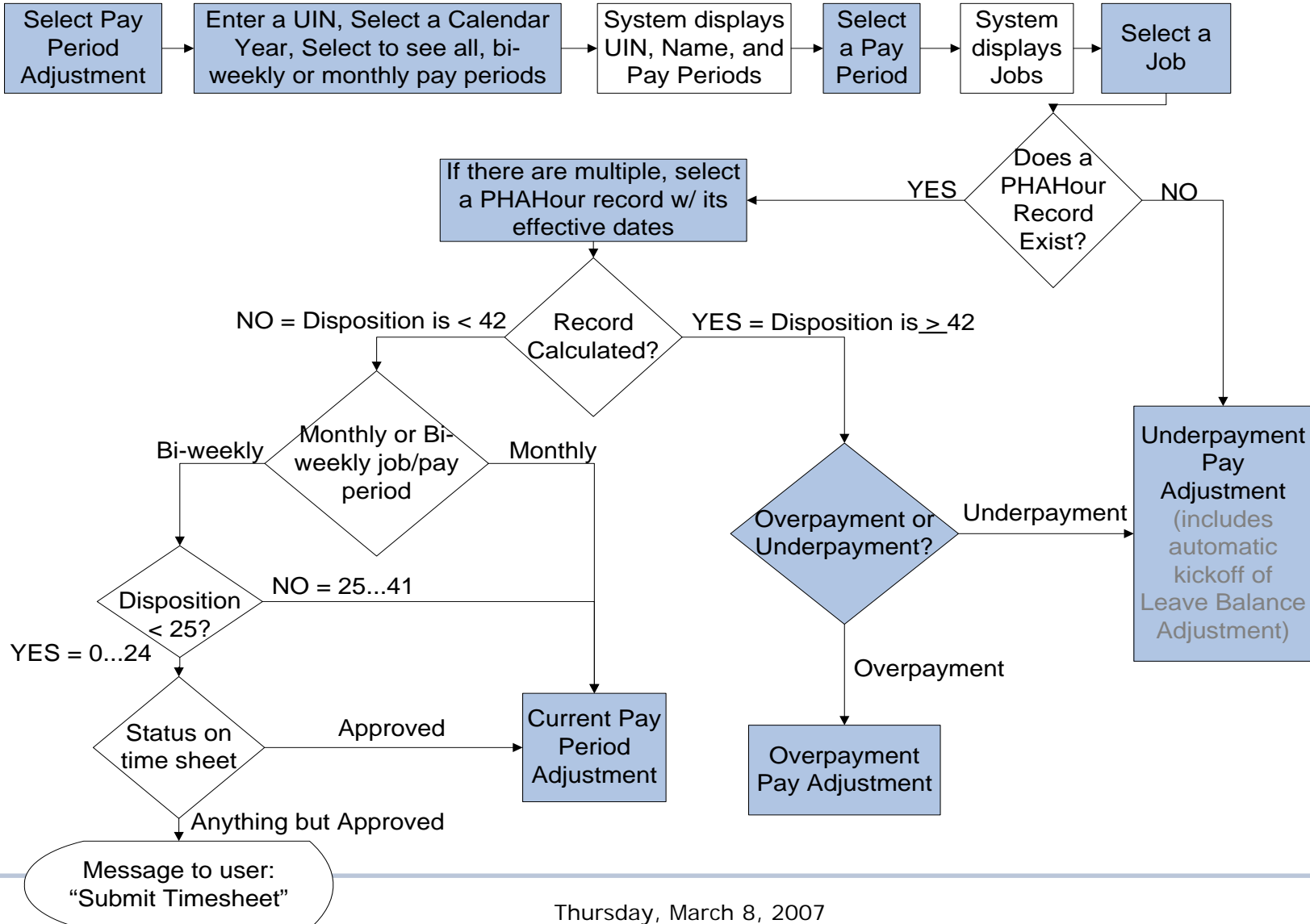
5. Pay Stop

6. Foreign National Vouchers

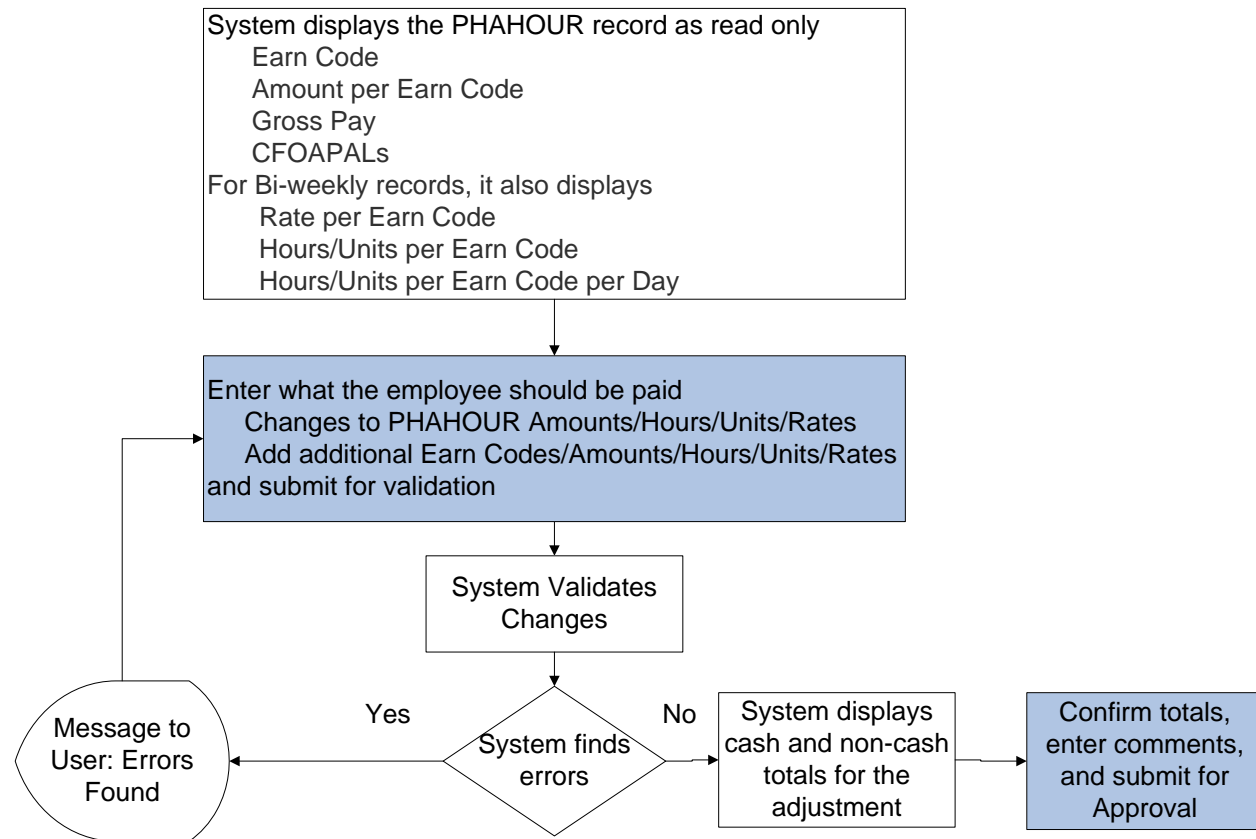
Current Re-engineering Activities: Gathering Requirements

1. Reviewed the current ANA system
2. Analyzed methods that allow ANA to read and feed directly with Banner
3. Discussed any further changes to ANA to make it more user-friendly and efficient
4. Planned discussion of proposed ANA changes with campus users

Proposed Pay Period Adjustment Flow



Proposed Current Pay Period Adjustment Detail Flow



Proposed Validation Rules for Current Pay Period Adjustments

Monthly Current Pay Period Adjustments

- Amounts are required for all earn codes
- Options for added codes include only those codes for the UIN's eclass that are not Terminal Benefits, Awards, Taxable Benefits, Adjustment Codes

Bi-weekly Exempt Current Pay Period Adjustments

- The sum of the calculated cash and non-cash amounts must be greater than or equal to zero
- All editable rates for added special rate codes are defaulted to 0

Bi-weekly Non-Exempt Current Pay Period Adjustments

- Comments are required
- No duplicate codes are allowed

Continuing Re-engineering Activities: Unit Involvement

1. Confirm Current Pay Period Adjustment validation rules
 - An on-line questionnaire will be available soon
 - If interested, check question 3 and provide your name and e-mail address
2. Requirements focus group members
 - For each iteration of the ANA project
 - Commit no more than 5 hours per iteration discussing & confirming requirements
 - If interested, indicate iteration preferences in question 4
3. Unit Testing
 - Occurs at the end of each iteration
 - Commit no more than 2 hours of testing per iteration
 - If interested, indicate iteration preferences in question 5

Questions?

Resources

- This presentation will be available on-line from the conference web site.
- Focus group and testing sessions will be on-going throughout the project
- Town Hall meetings and Training will be available as the releases near completion
- For any questions/comments or to sign up for the rules confirmation, focus groups, or testing sessions (after the conference) e-mail payinq@uillinois.edu with "**ANA Presentation**" in the subject line.

Thank you