

BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrades Project

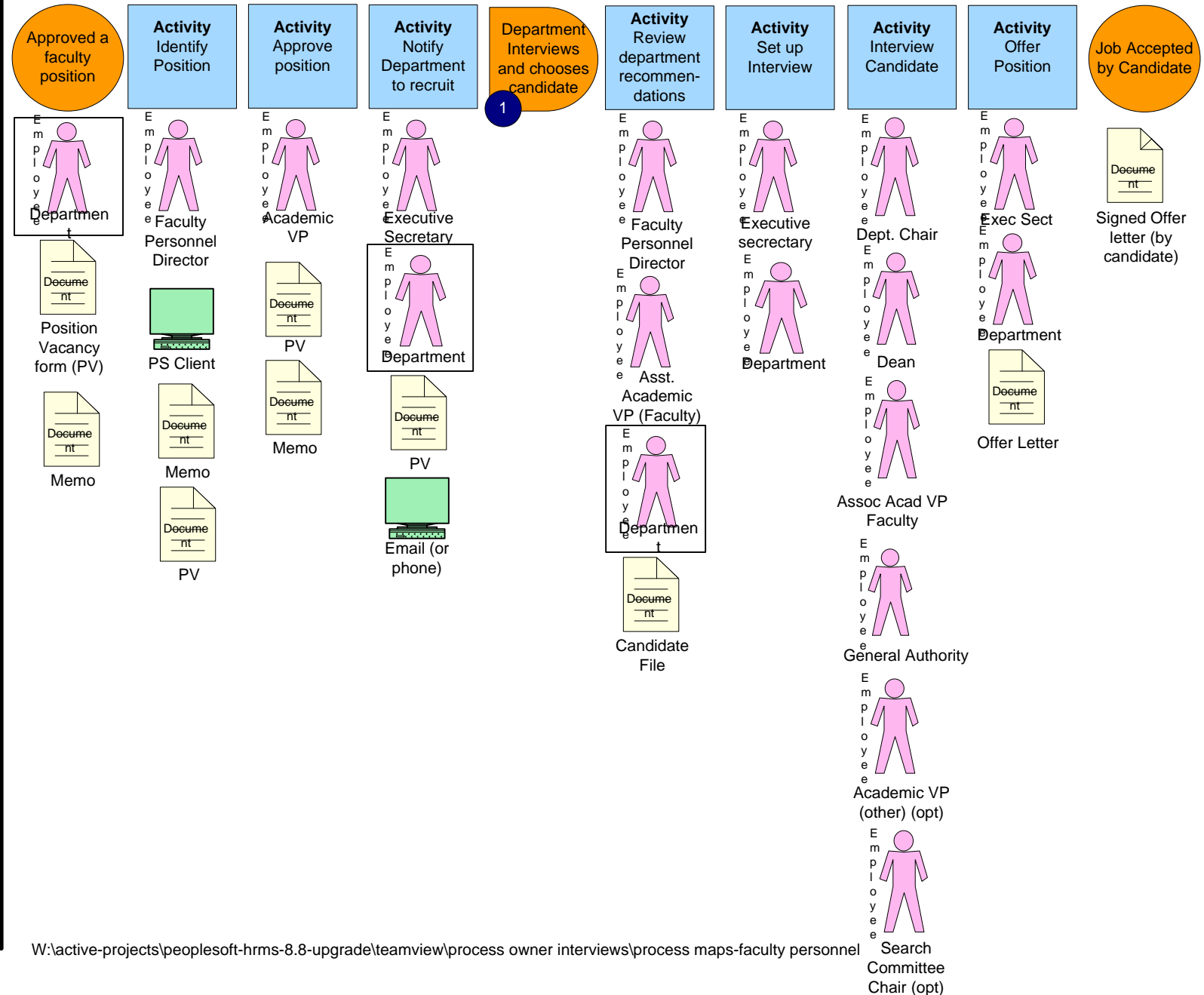
Revision: 0
Effective Date: 2/13/03

Notes:

Finding eligible candidates for available positions

- 1 Must have ecclesiastical clearance to proceed with interviews

Faculty Personnel: Recruitment FAP03



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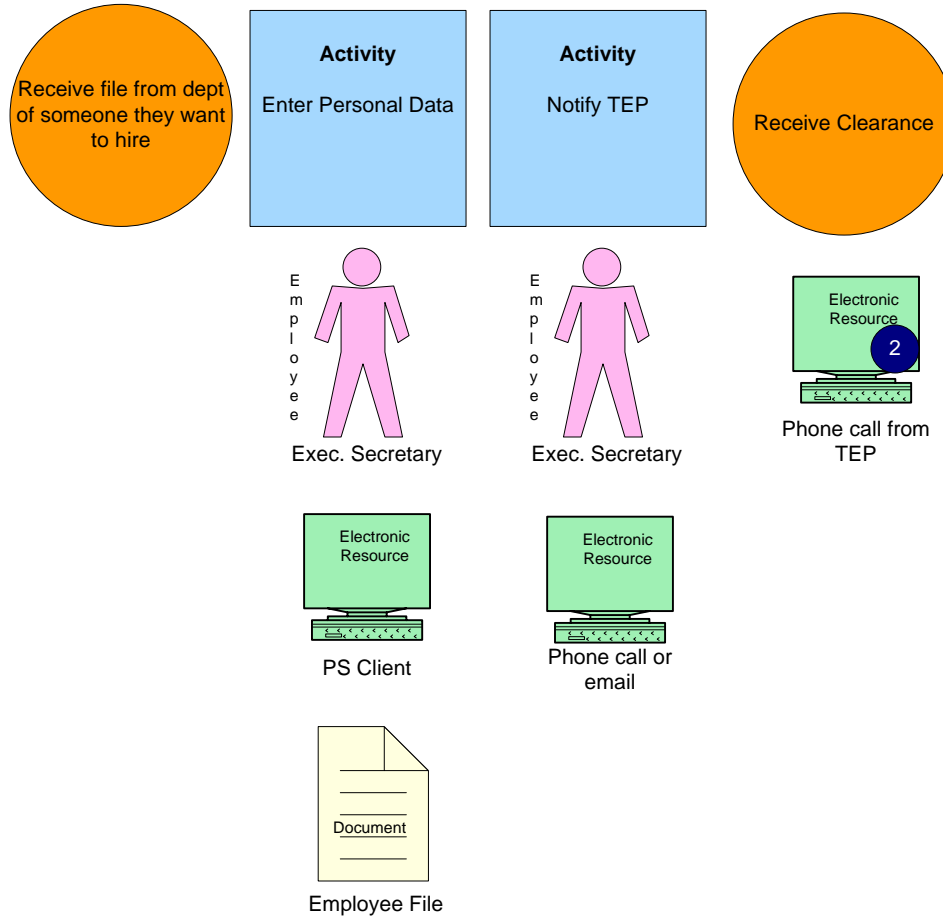
Notes:

Clearing faculty that meet university requirements and renewal of these requirements

2 Would be nice to have this in Workflow

Faculty Personnel: Ecclesiastical Clearance

FAP01



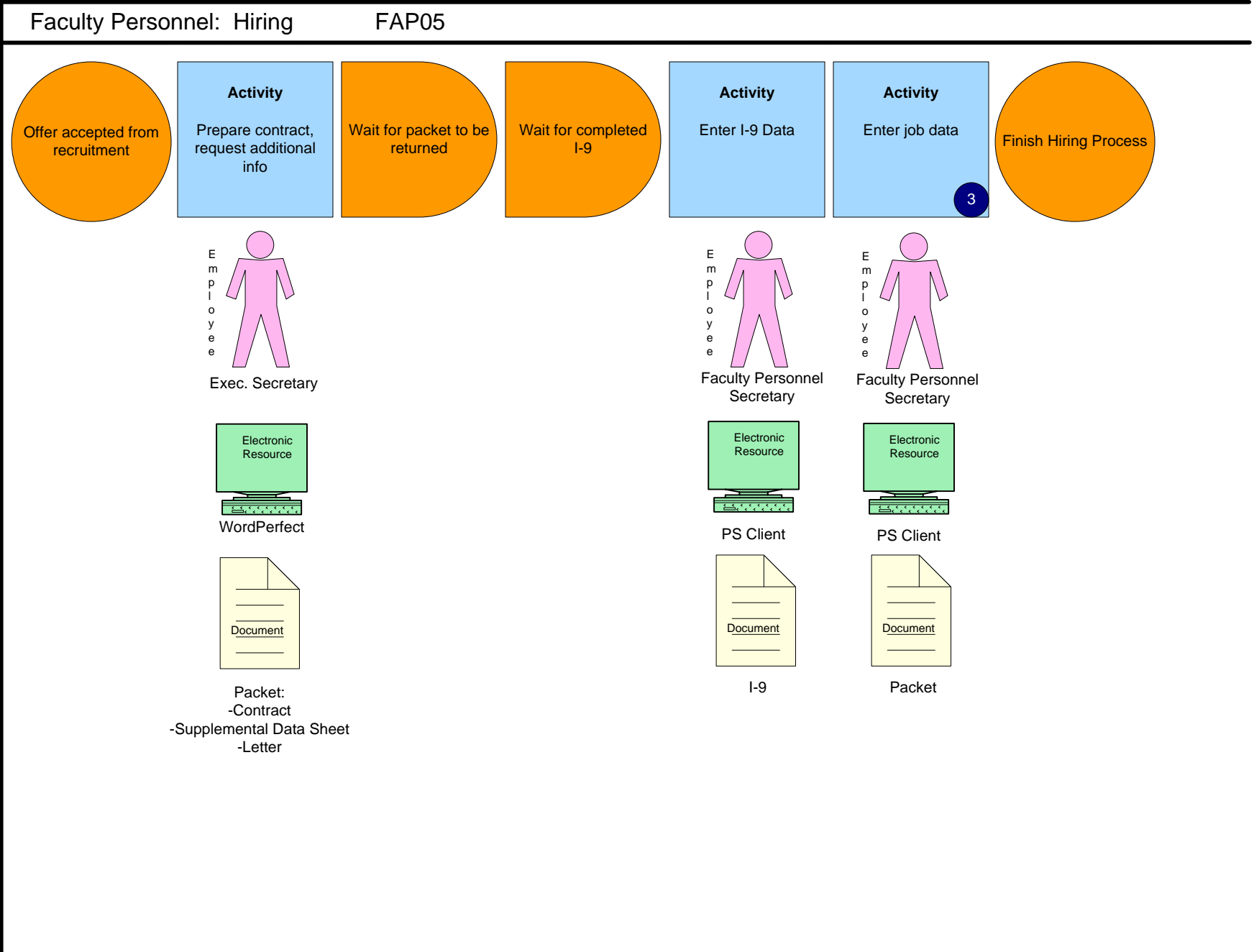
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Notes:

Hiring process for eligible candidates

3 Job data may be entered before I-9 if moving assistance or other university services are needed



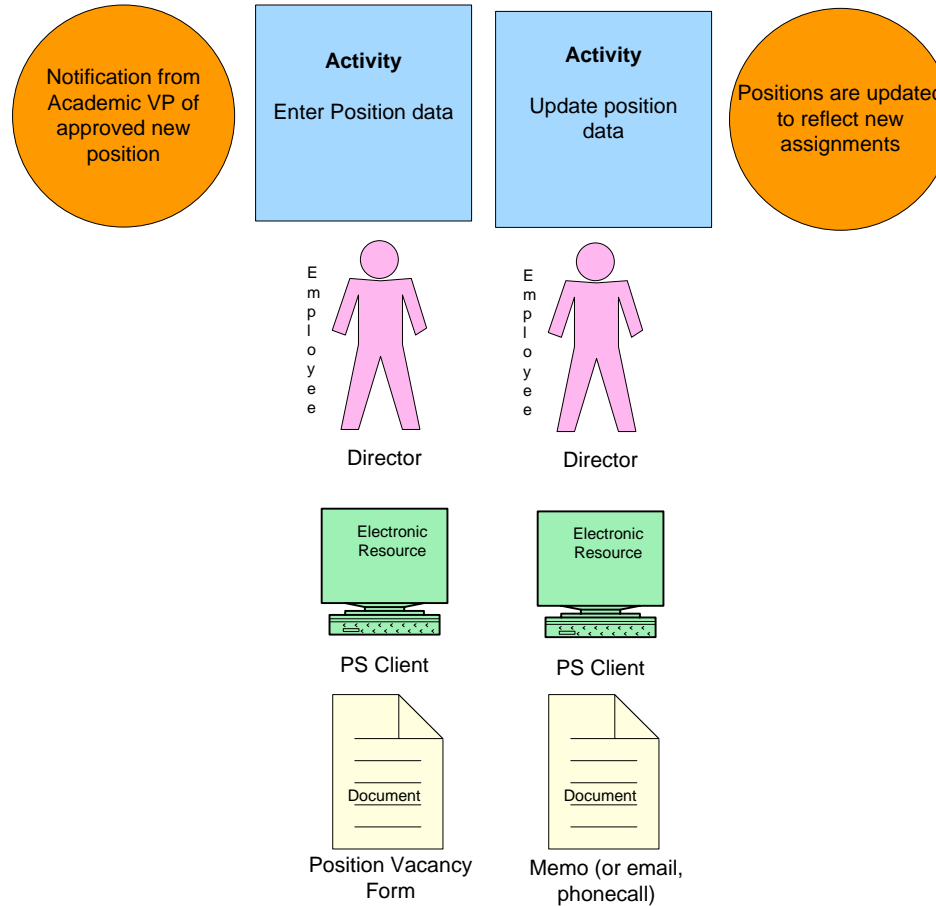
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Notes:

Position approval, position availability, and position tracking

Faculty Personnel: Position Management FAP02



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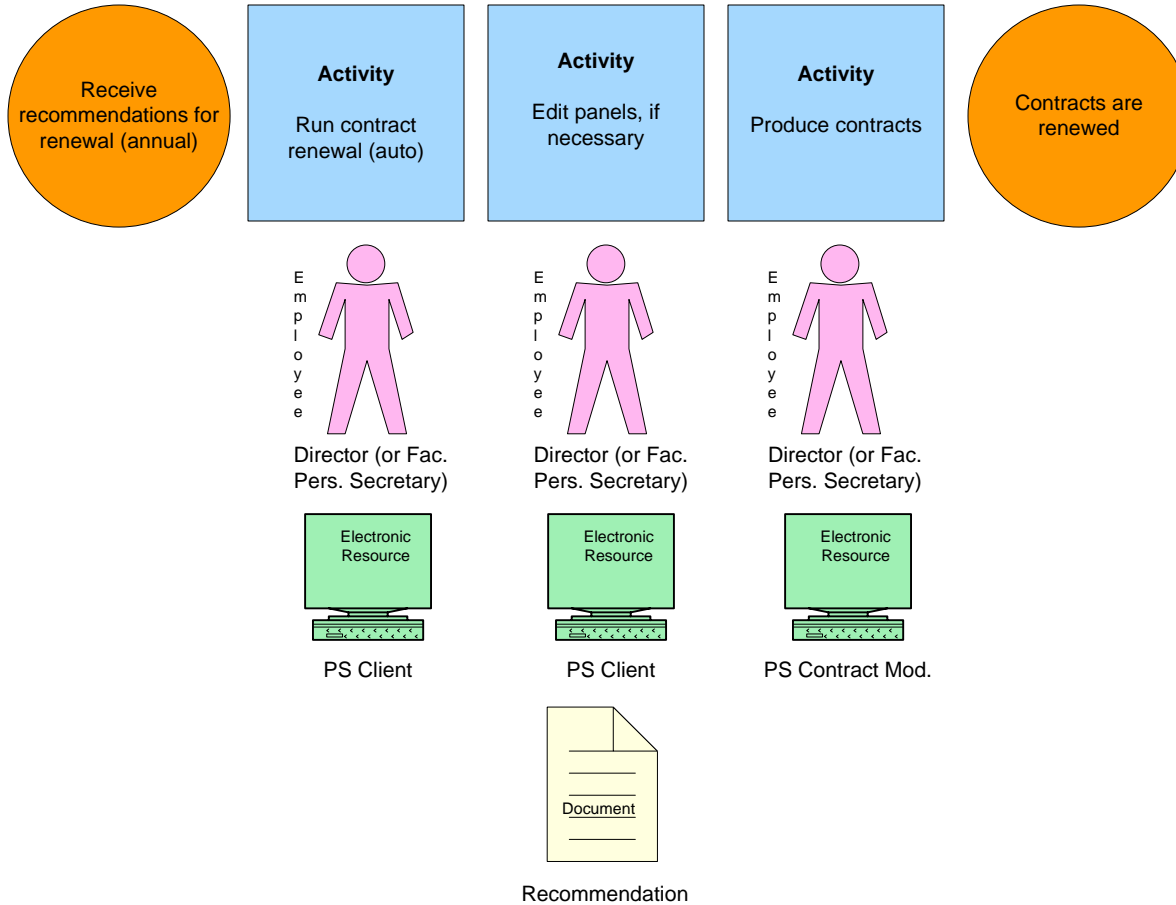
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Notes:

Identify and
renew
contracts for
eligible faculty

Faculty Personnel: Contract Renewal

FAP06



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Notes:

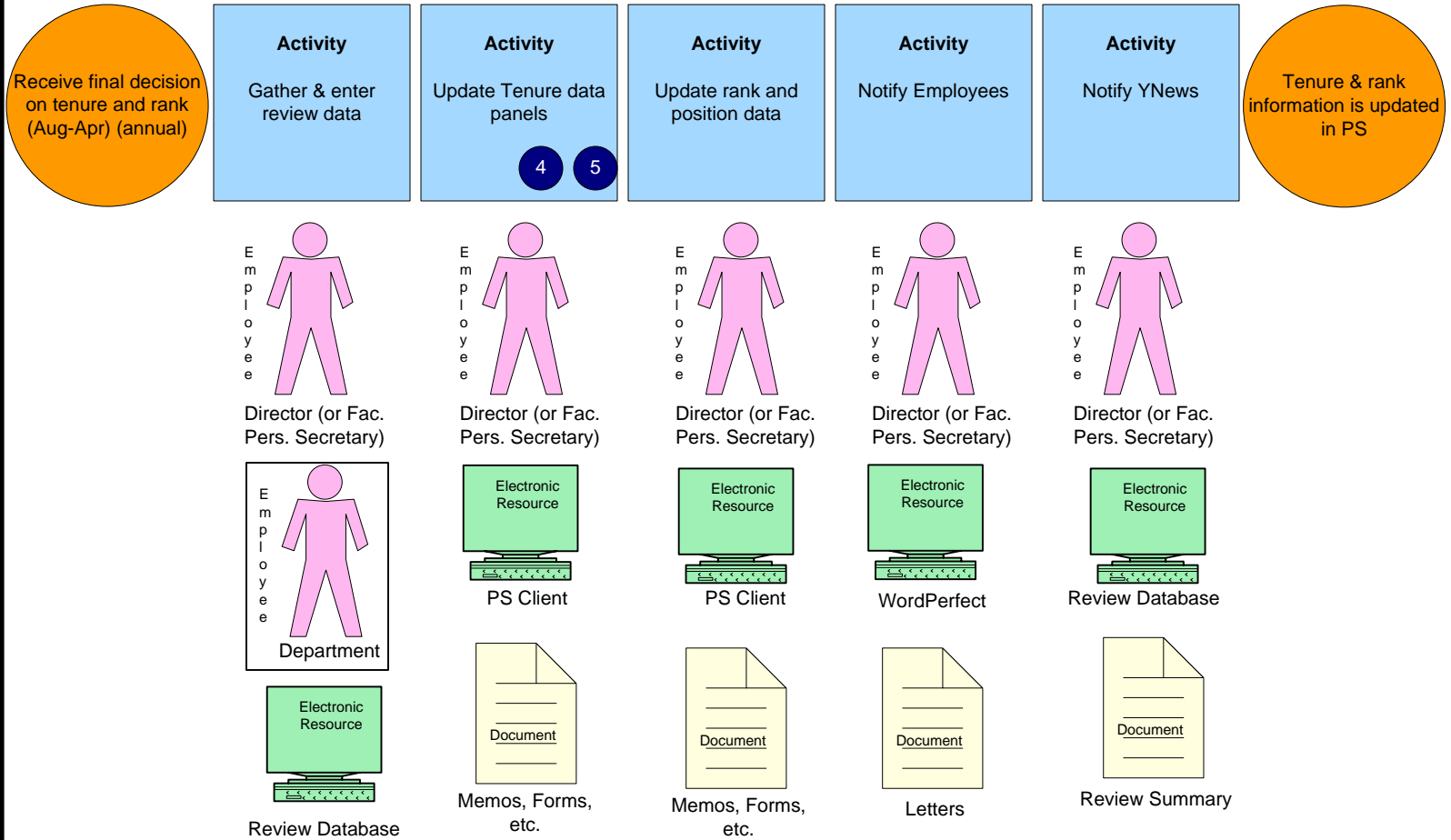
Tenure:
(Mandatory Process)
Review faculty for appropriate fit with university mission.

Rank: The ranking of each faculty member (optional, but desired)

- 4 Position management & rank data are not linked in PS
- 5 Other universities use rank OR position data. BYU uses both because web pages don't talk to rank pages.

Faculty Personnel: Tenure / Rank

FAP07



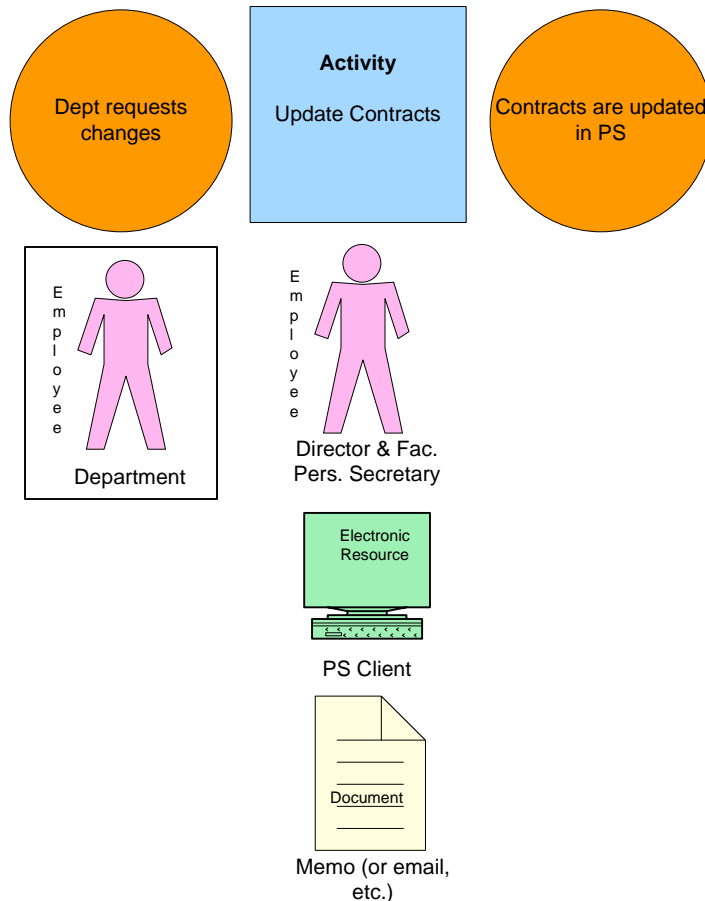
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Notes:

Modify contract to implement contract issues (temporary to full time, contract promises, contract extensions, etc.)

Faculty Personnel: Update Contract FAP04



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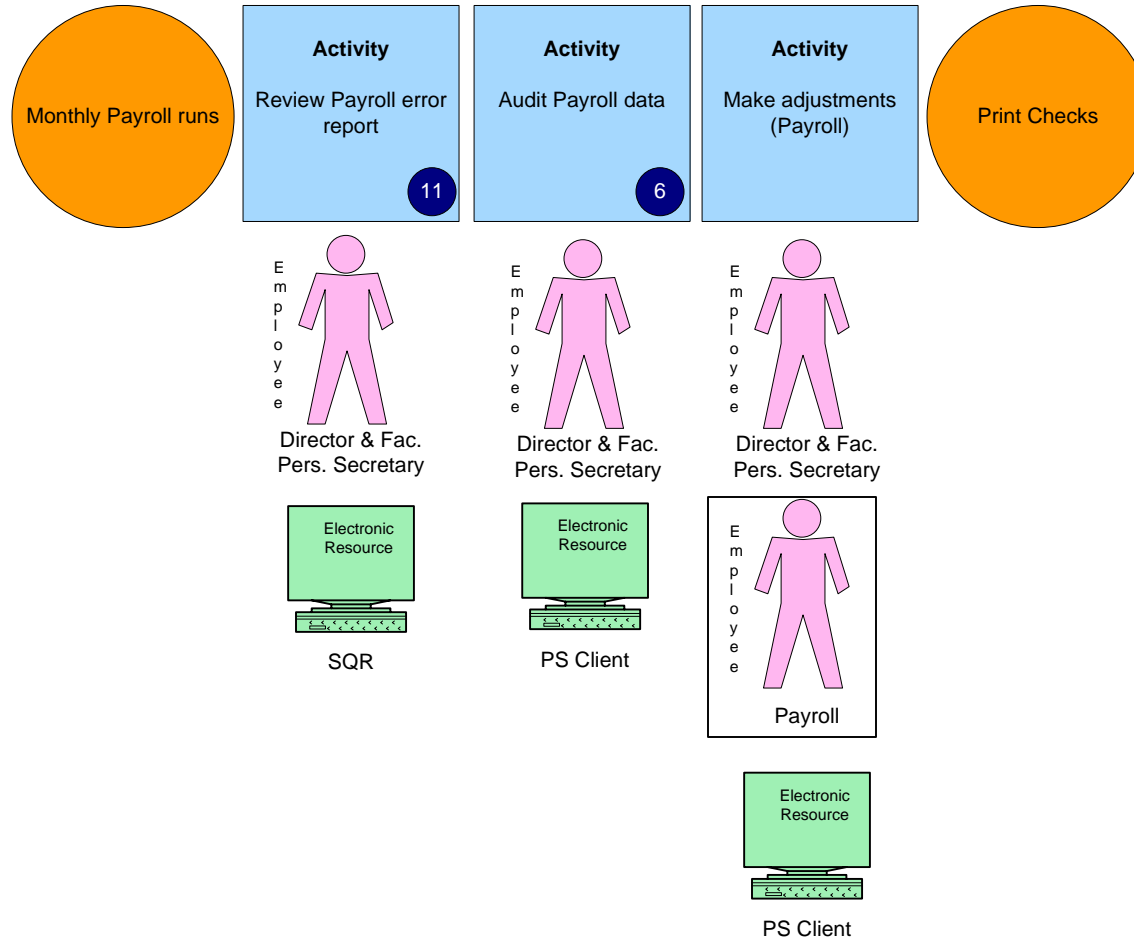
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Notes:

Update of
faculty and
clean-up of data

- 6 To audit contract updates (handled correctly in PS)
- 11 All other hiring offices have a hard copy payroll error report

Faculty Personnel: Payroll Error Reporting FAP08



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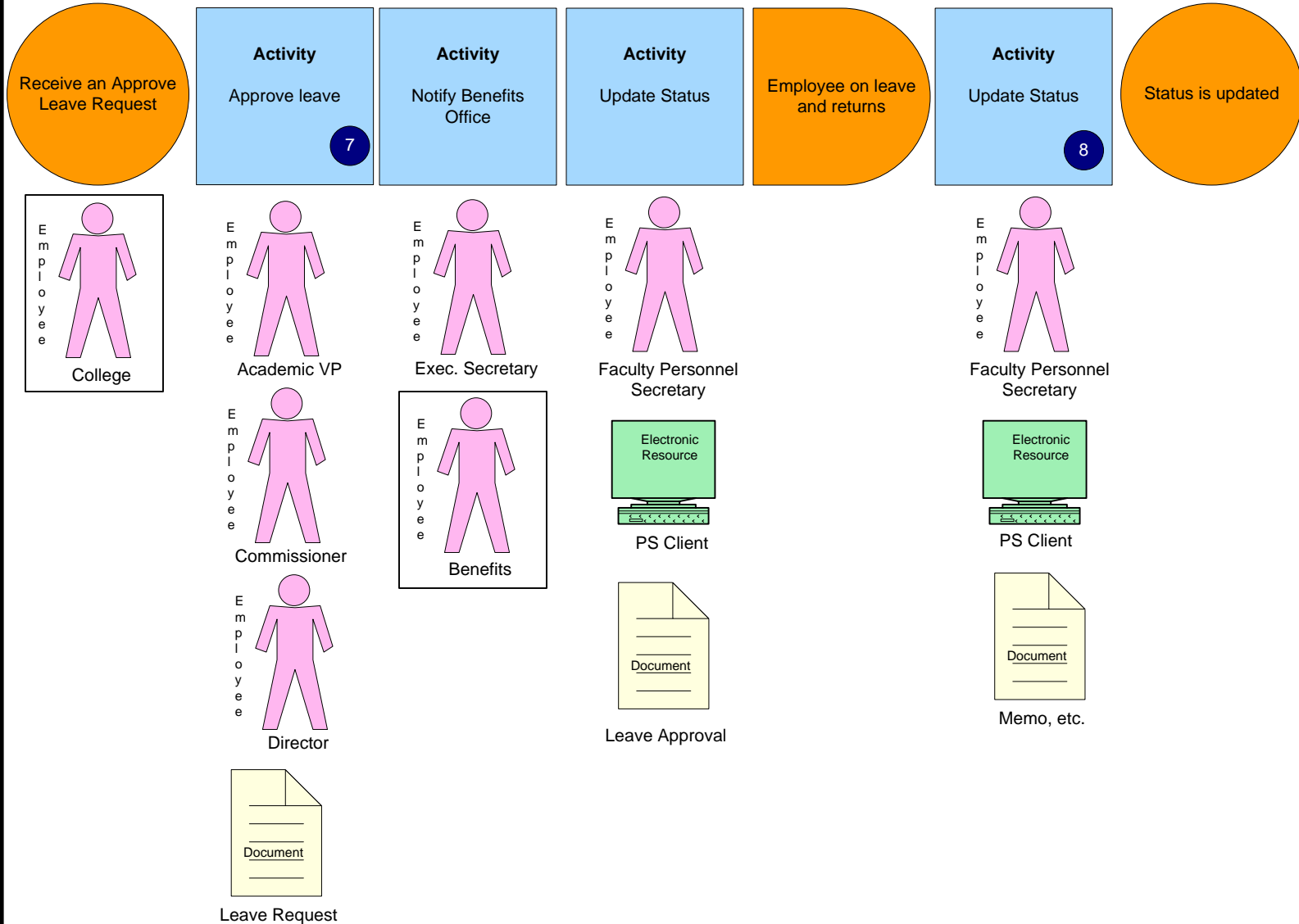
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Notes:

Assist in leave tracking process for benefits, track faculty leave, and FTE (full-time equivalent) management

- 7 May trigger update contract process
- 8 Most employees return data entered prior to leave. Medical entered at time of return

Faculty Personnel: Leave Tracking FAP09



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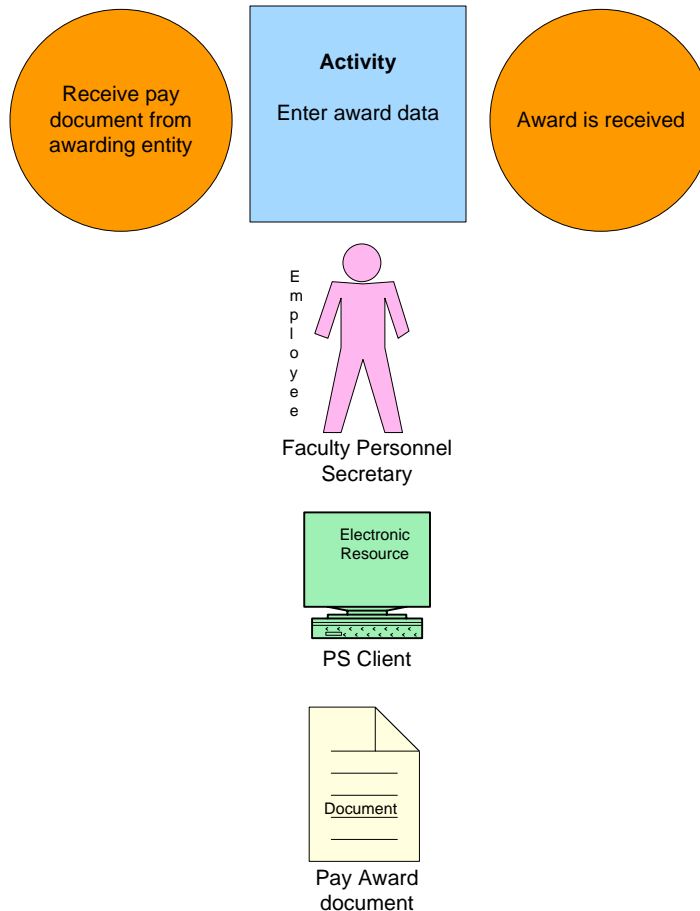
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Notes:

To pay faculty members receiving one-time only cash awards

Faculty Personnel: Awards

FAP10



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Notes:

Gathering of statistical data about faculty members for BYU admin. & regulatory agencies

9 Regulatory agencies, Campus entities (Pres, AVP, PR)

10 IPEDS (not running properly)

Faculty Personnel: Faculty Reports

FAP11

