

REQUESTER / SPONSOR INFORMATION

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PROJECT INFORMATION

Title	<input type="text" value="Instructional Student Assistant Appointment Document"/>		
Level	<input type="text" value="Campus-wide"/>	Type	<input type="text" value="New"/>

Purpose

The problem of

The Unit 11 Collective Bargaining Agreement requires that every Unit 11 employee receive an appointment notification. In academic year 2013/14, APS processed 320 appointments for Instructional Student Assistants (ISAs). It is time-consuming, with delays at various steps in the process.

Currently, there are two fillable PDF appointment forms for Instructional Student Assistant appointments. Departments look up data in PeopleSoft, manually enter information into the appropriate form, then gather approval signatures, and deliver forms in hard copy to APS for processing. APS reviews the information, checks student enrollment status, and corrects errors. Because the data entry process is manual, it is prone to errors (e.g., incorrect name spellings, ID numbers, email addresses, salary rates, etc.). After review, APS must manually re-enter the data from the form into a spreadsheet, use mail merge to create appointment notifications, email appointment notifications out to the ISAs, notify departments that notifications have been sent, and distribute copies of the appointment notifications to colleges and departments. This manual and hard copy process causes delays and introduces possibility of error at multiple steps. It is also very time-consuming in terms of looking up data (Department and APS), and processing paperwork.

Additionally, the CSU requires appointment letters to be issued prior to the start of work; this has been an audit issue for our campus in the past. A faster, electronic process for ISA appointments would help alleviate delays at various stages in the process, also allowing ISAs to begin working sooner.

affects

Appointment timelines for ISAs, workload for departments and APS staff, ability of ISAs to begin work in a timely manner, compliance with CSU policy

the impact of which is

Possible errors due to manually entering data; increased time to process appointment forms; potential audit issues if employees begin work prior to receiving appointment notification.

a successful solution would be

Creating an electronic appointment document for ISAs (similar to Form 104) with automated notifications to the employee and hiring department upon approval.

Alternatives

Continue manual processing

Alignment with Strategic Objectives

Automating this process would help the campus in moving towards paperless processing and be in compliance with CSU policy

Deadline Date

Hard Deadline

Deadline Reason

April deadline would allow us to implement initially for summer bridge ISA appointments (smaller number of appointments) to work out any issues, with process fully ready to use for Fall 2015 appointments.

Considerations / Dependencies

n/a

Resources

APS - Unit 11; Programmer

Estimate (Hard Costs Only)

Initial

On-going

Funding Available

Yes

No

Explanation of Estimates

Cost is not known at this time.

Affected System / Module

APEX, NOLIJ or other as identified by ITS

Other