

### REQUESTER / SPONSOR INFORMATION

<b>Requester</b>	CAHSS, CPS, CNRS deans, AVP APS	<b>Ext</b>		<b>E-mail</b>	
<b>Sponsor</b>	Ken Ayoob for the 3 college deans, AP	<b>Ext</b>	4492	<b>E-mail</b>	kpa1@humboldt.edu

*A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.*

### PROJECT INFORMATION

<b>Title</b>	Digitizing and automating the Lecturer Transaction Form		
<b>Level</b>	Multi-Division / College	<b>Type</b>	Upgrade Application

### Purpose

*The problem of*

The problem is the time-consuming process of filling out Lecturer Transaction Forms when most of the information is already in People Soft and having this process on paper which involves at least three different offices to sign approvals and move on to the next level, plus the cost of duplicating reams of paper.

*affects*

Affects academic departments, college offices, Academic Personnel Services

*the impact of which is*

Forms that are full of materials that do not change much from semester to semester and contain data that are dispersed throughout People Soft must be filled out each semester from scratch and circulated via campus mail to departments and colleges for consultation and confirmation, and then on to APS for final approval.

*a successful solution would be*

Solution: a routing, shared document software that can automatically populate appropriate fields. This assumes the use of digital signatures.

### Alternatives

What options were considered? Keeping the current inefficient system.

### Alignment with Strategic Objectives

Increased institutional efficiency. Reduce risk of human error, move a paper process to an electronic process.

### Deadline Date

Fall 2013

**No Hard Deadline** ☒

### Deadline Reason

Fall 2013 would be a good time to roll out new process. Would like to see it sooner.

### Considerations / Dependencies

The form may require revision, review of routing/approval processes. (e.g.- policy change, data cleanup, business process change) What are the potential obstacles for completing the project? None.

### Resources

Which departments are affected by this project? All Academic Departments, All Colleges, Academic Personnel Services.  
Who will you need to work on this project? Programmer, College Budget Analyst, APS Personnel.

### Estimate (Hard Costs Only)

<b>Initial</b>	\$0	<b>On-going</b>	\$0	<b>Budgeted</b>	<input type="checkbox"/>
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### Comments

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### Affected System / Module

PeopleSoft, NOLIJ

### Other

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**Email completed project request form and written indication of support from the project sponsor  
to the ITS Project Office at [itspo@humboldt.edu](mailto:itspo@humboldt.edu)**