PeopleSoft Upgrade 9.2 Phase II Business Process Modernization

New Modules

- Manager Self-Service
- Position Management
- Time and Labor
- Commitment Accounting

Project Goal

Utilize District Resources effectively and efficiently

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Replace PCCD custom built electronic personnel action form (ePAF) with PeopleSoft Manager Self Service.	Convert paper base leave action report form (LAR for full time employees) into employee electronic submission and electronic manager approval.	Convert paper timesheet form (for hourly and part time employees) into employee electronic submission and electronic manager approval.

Replace ePAF with PeopleSoft Manager Self Service

eFORMS for various types will be created and will be available for Managers to initiate electronic personnel actions, e.g., hire, job data change, promotion, etc.

Manager Self Service tile will be created in one place to make it easier for the manager to perform his/her task, e.g., initiate request, approve request, approve time submitted, etc.

Approval will be streamlined and managers will have the ability to appoint a delegate during their absence.

Managers will have the ability to view and manage their employee's available sick, vacation and floating holiday leave hours if applicable.
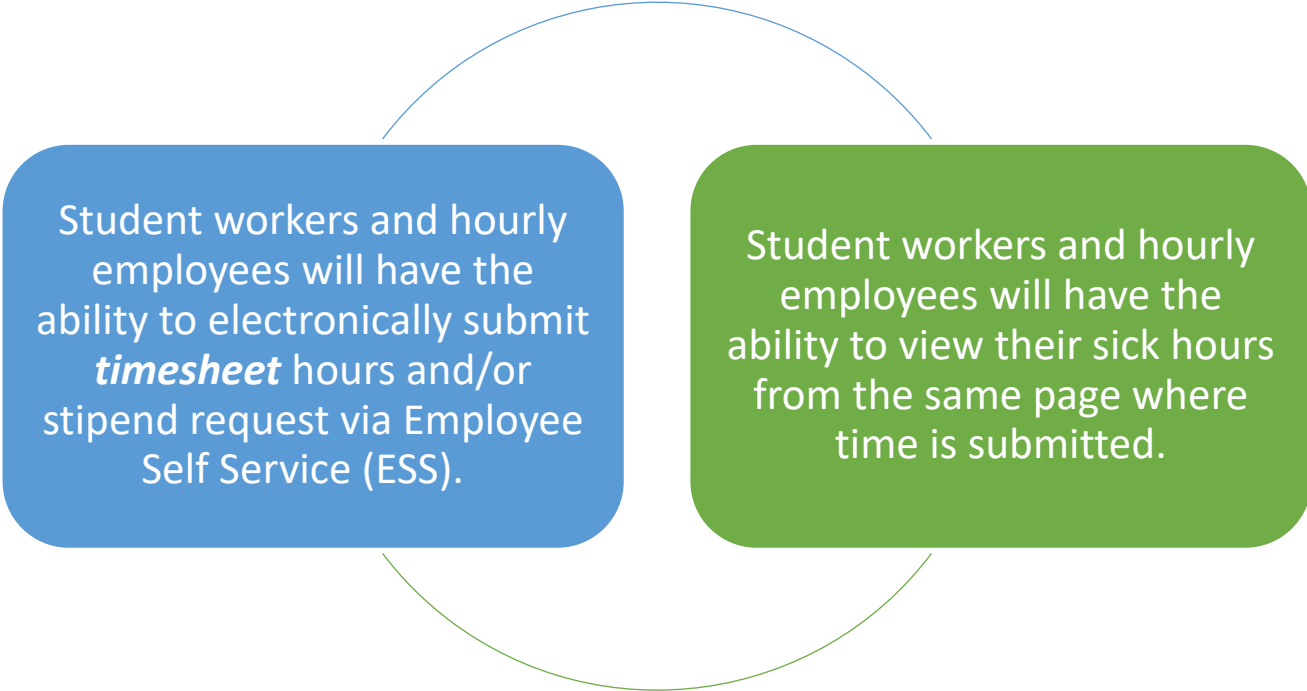
Employees will have the ability to electronically submit Leave Absence Report (LAR for full time employees) via Employee Self Service (ESS).

Employees will have the ability to view their sick, vacation and floating holiday hours in the same page where time is to be submitted.

Convert paper base LAR into electronic employee time submission.

Student workers and hourly employees will have the ability to electronically submit *timesheet* hours and/or stipend request via Employee Self Service (ESS).

Student workers and hourly employees will have the ability to view their sick hours from the same page where time is submitted.

Convert paper form approval for LAR and Timesheet into electronic manager time approval.

Managers will have the ability to electronically approve Leave Absence Report (LAR) submitted by the employee by going to Manager Self Service (MSS) tile.

Managers will have the ability to electronically approve Timesheet related hours and/or stipends submitted by student workers and hourly employees.

Speeds up the time in processing LAR absences; No need to submit paper LAR to benefits department

Speeds up the time in processing Timesheet hours and stipends. No need to submit paper timesheet to payroll department.

Notification

Automated email notification will be sent to **EMPLOYEEs** to electronically submit time.

Automated email notification will be sent to **MANAGERs** to approve time electronically submitted by their direct employees.

HCM Project team allocated to this project:

- ➤ Human Resources
- ➤ Payroll Department
- ➤ Finance Staff
- ➤ Information Technology

Team Resources

Full collaboration and numerous work sessions are on-going between multiple departments to ensure the accuracy of business processes.