

**Mod/BPR/Issue/Position Form**



**Payroll** **Date:** July 20, 2000

**Title:** Sorting & Dist - Paychecks/Stubs

**Chair:** Stephanie Behan  
**Team Lead:** Carol Powers

Mod/BPR/Position # HR-PAY-064

**Requesting Team(s)**

- Human Resources**
- Technical**
- Finance**

**The purpose of this document is:**

- System Modification Request (**A**)
- Business Process Change Recommendation (**A**)
- Policy/Process Issue for Resolution (**B**)
- Statement of Process Position (**B**)

**This request is:**

- Essential to do business on the "go live" date
- Desired but not essential on the "go live" date
- Required within 1 year of "go live" with work-arounds
- Desirable to be on the "wish list" items after go live.

*Instructions:*

1. Select the option at left under Purpose
2. If this is a System Modification or Business Process Change, complete those sections marked 'A' below, otherwise complete those marked 'B'.
3. The Process Group Chair and the Team Lead responsible should review document.
4. The Team Lead will submit to the Integration Team for review and comments.
5. The Integration Team will forward to the ESC.

Group		Section Description	Completed	Page #	Not Applicable
A	B				
	✓	Description of Current Process	<input type="checkbox"/>		<input type="checkbox"/>
✓	✓	Description of Banner Process	<input type="checkbox"/>		<input type="checkbox"/>
✓		Recommended Solution	<input type="checkbox"/>		<input type="checkbox"/>
✓		Alternate Solutions	<input type="checkbox"/>		<input type="checkbox"/>
✓		Pros of Recommended Solution	<input type="checkbox"/>		<input type="checkbox"/>
✓		Cons of Recommended Solution	<input type="checkbox"/>		<input type="checkbox"/>
✓		MIS Comments on Recommended Solution	<input type="checkbox"/>		<input type="checkbox"/>
✓	✓	Proposed Process Flow	<input type="checkbox"/>		<input type="checkbox"/>
	✓	Open Issues for Next Phase	<input type="checkbox"/>		<input type="checkbox"/>
	✓	Potential Impact on Users	<input type="checkbox"/>		<input type="checkbox"/>
	✓	Expected additional training required	<input type="checkbox"/>		<input type="checkbox"/>
	✓	Impacts other groups		No	<input type="checkbox"/>
	✓	If yes – Affected group(s) comments	<input type="checkbox"/>		<input type="checkbox"/>
✓	✓	Other Comments:	<input type="checkbox"/>		<input type="checkbox"/>

**Mod/BPR/Issue/Position Form**

**These Sections Should Only Be Completed for Modification Requests and Business Process Redesigns Affecting Staffing**

Description	Section Status		
	Yes	No	Not Applicable
MIS has reviewed this proposal <i>(Note: if a system modification request, this document cannot be complete until MIS has reviewed the proposal)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A flowchart of the proposed modification of process is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An estimated cost analysis is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For a modification request or a BPR expected to impact staffing levels, if any of the above items are not complete, an explanation should be included in that section.*

**Authorization/Approval by Team Lead(s), Process Group Chair(s), Project Director, ESC Chair**

Name	Signature	Date
<b>Stephanie Behan</b>	_____	_____
<b>Carol Powers</b>	_____	_____
<b>Diane Cotter</b>	_____	_____
<b>ESC Chair</b>	_____	_____
_____	_____	_____

**Mod/BPR/Issue/Position Form****Description of Current Process:****Description of Banner Process:**

Banner's check/stub address and sort processes appear to be more limited than our current capability. It also does not accommodate the update of campus check/stub address information for student employees that is currently fed weekly from the student system. It will require additional staff to update, review and change student addresses on an ongoing basis. USNH employed 6,552 students in FY00 and all experienced at least one or two address changes during the year.

Currently, USNH has three address options – campus (required), home (required) and other. Banner allows the use of additional address types but the sequencing places limitations on our ability to require both a home and campus address for every employee. Using baseline functionality, we lose the ability to capture campus address when an employee wants to mail their check/stub to a non-campus address.

USNH wants to continue to provide delivery of payroll checks and stubs to employees via campus mail, and have the ability to disburse selected checks/stubs through US Mail to an off campus address or to an alternate on campus address. During payroll processing, checks/stubs need to be printed in a specific sort order to assist with campus delivery. Each week, checks/stubs for KSC and PSC are separated and mailed to the respective HR Office via overnight carrier service or 'truck' delivery service. Each campus has a student checks/stubs disbursement site.

**Recommended Solution:**

This recommendation closely replicates our current environment, but it does require USNH to enhance/modify the Banner baseline product. First, it calls for an interface with the various USNH student systems to update student campus addresses. Second, it defines COA org values that are to be used in the distribution orgn field to direct the process regarding which address type to print on the check. And third, it requests improvements to the sort order of check/stubs for distribution. Specifically,

1. Create a process that updates student employee campus address data with information received on a weekly basis from feeds generated by the student information systems in a similar way as is accomplished in today's environment.

2. Create Chart of Account ORGN codes to represent Campus-check address type combinations and code these ORGN values into the employees' distribution ORGN field. The address type indicated should print on the employee check. For example, assume the address type for campus addresses is CA, the permanent/home address type is PM, and the other address is AD. If a UNH employee has elected to receive their check/stub at their campus address their distribution ORGN would be set to UNHCA. A UNH employee receiving their check/stub at home would have a distribution ORGN of UNHPM. This provides for check/stub data selection by campus as well as providing an upper level sort that matches the sort utilized by our current system.

3. IT resource should be assigned to change the sort utilized by the current Banner paycheck generation process to match the same basic sort order that is invoked by our current check/stub

**Mod/BPR/Issue/Position Form**

process. Note that if it has been determined that the check printing format will be altered by USNH due to insufficiencies with the Banner baseline check format (see Issue 000719 Payroll\_Check Stub Printing & Formatting) then altering the sort order (or including additional data elements to be utilized for sorting by the 3<sup>rd</sup> party forms printing facility) would not further add to the list of baseline processes being enhanced. Every employee would have both a campus address and a home address and since baseline address records would be utilized for check addressing the ability of employees to maintain their own addresses would not be jeopardized. Changes in job assignment would not require a change to the distribution ORGN (unless the job assignment altered the campus location of the employee). However, if an employee decided to have their check/stub forwarded to a different address type (e.g., change from campus to home delivery) that transaction would need to be coordinated through the campus HR office.

**Alternative Solutions:**

This option offers a reasonable zero modification solution, but will mean that many individuals will have 2 different address types containing the same data. In time, it is likely that this will cause mistakes and some check distribution errors. Additional staffing will still be needed to address the student feed problem.

1. Create a Chart of Account ORGN code (or 'distribution orgn') to represent current USNH mail delivery locations (buildings or site) or use departmental orgs. This accomplishes the initial check/stub sort. The alphabetical sort means that a manual sort will need to be done and will require additional staffing and time needed by campus mail service staff to facilitate campus delivery. A process will need to be established to periodically update this file.

Every employee record would contain a campus address AND a home address AND a check address. The check address would only be updated when an individual requests check/stub mailed to their non-campus address (the home address in many cases). The 'distribution orgn' would reflect their check/stub distribution location (campus or US Mail). This would need to be reviewed and changed anytime an employee changes job assignment or requests a change in their check/stub mailing address.

It will still be necessary to use MIS resources to process and update the student address feed or hire additional staffing to meet this campus-based need. The use of Web for Employees could allow employees to enter and maintain addresses and save on staffing. This option has the capability to allow the use of the Banner product without change or modification if we manually manage student address data.

2. Create a Chart of Account ORGN code (or 'distribution orgn') to represent current USNH mail delivery locations (buildings or site) and use the departmental orgs. This accomplishes the initial check/stub sort. The alphabetical sort will mean that a manual sort will need to be done and will require additional staffing and time by campus mail service staff. A process will need to be established to periodically update this file.

Every employee record would be required to have ONLY a home address. Campus address data would be maintained only when an individual is using their campus address for check/stub delivery. The 'distribution orgn' would reflect their check/stub distribution location (campus or US Mail). Maintenance of 'distribution orgn' would be needed only

**Mod/BPR/Issue/Position Form**

when an individual requests check/stub mailed to a different on-campus address (or to switch address types). This would need to be reviewed and changed anytime an employee changes job assignment or requests a change in their check/stub mailing address.

It will still be necessary to use IT resources to process and update the student address feed or hire additional staffing to meet this campus-based need. The use of Web for Employees could allow employees to enter and maintain addresses and save on staffing. This option allows the use of the Banner product without change or modification if we manually handle the student address data..

***Pros of Recommended Solution:***

- Closely replicates our current practice;
- Provides distribution sort that is close to our current practice;
- Provides a methodology for updating student addresses.

***Cons of Recommended Solution:***

- Requires MIS resources to accomplish;
- Modifies baseline;
- Requires additional HR resources to monitor and code employee address selection.
- Requires additional staffing to do second sort.

***MIS Comments on Recommended Solution:***

Medium. Could pick up required data in same feeds as needed for FICA exemption.

***Proposed Process Flow:******Open Issues for Next Phase:***

The Banner address forms do not provide the level of validation that our current system applies to the entry of campus address records. For example, our current system provides a field specifically designed for building codes and codes entered into this field must match the list of valid building numbers. Similarly our current system provides specific fields for mailstop codes, room numbers, etc. The Banner address record is a freer format and therefore coding conventions will need to be developed that site specific locations where each campus address element will be stored. The campus address elements will not be validated upon entry and building names, for example, rather than building codes may need to be stored. The Banner Web-For-Employees product has not yet been reviewed in detail and the unstructured nature of the Banner address record with regard to campus addresses may pose problems if employees are permitted to update their own campus address records.

There is no standard set of building names/codes and/or room numbers currently being utilized by the various USNH computer systems. This situation may need to be addressed as a part of the HR implementation.

**Mod/BPR/Issue/Position Form*****Potential Impact on Users:******Expected Additional Training Required:******Comments from Other Process Groups:***

Banner distributes checks via the 'distribution orgn' and we will work with Chart of Accounts to determine if we can establish appropriate org codes, and if we can/should create codes for buildings or mail drops/locations to manage check/stub delivery or route mail to off-campus location.

***Other Comments:******Cost Analysis: (only required for Mods and BPR)***

Recommended Solution	Alternative Solutions		
	1	2	3

**Initial Costs:**

MIS Resources  
 Equipment Needs  
 Departmental Staffing  
 Central Office Staffing  
 Other Costs:

Total	-	-	-	-
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**Ongoing Costs:**

MIS Resources  
 Equipment Needs  
 Departmental Staffing  
 Central Office Staffing  
 Other Costs:

Total	-	-	-	-
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