Report:	Assessment Plan Details for: Systems and Procedures
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2010-11Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Friday, February 25, 2011

Measures and Findings

Systems and Procedures
Unit Goals 2010-2011

1. Implement BANNER HR/Payroll System

1.1 Convert existing Banner HR data to UNC standard model

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Convert HR data to UNC Standard Model by 9/10/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Convert HR data to UNC Standard Model by 9/10/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations : Was able to move onto Payroll implementation tasks.

Reflections/Notes : Good data conversion. Will need to work with UNC team to deall with salary grade tables after payroll effort is completed. Will revisit in Spring 2011.

Substantiating Evidence:

Data Conversion Plan for UNC Standard Model (Word Document (Open XML))
Plan outlining action steps for data conversion.

Sign off after testing the results of the conversion. (Adobe Acrobat Document)

1.2 Implement Web Time Entry for Students and Temps

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Complete Web Time Entry for Student and Hourly Workers by 10/1/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Complete Web Time Entry for Student and Hourly Workers by 10/1/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : This allowed work study and temporary contracted students and all hourly workers the ability to enter their time in/out online. Trained supervisors as well as workers on how to complete and approve the online time records.

Very successful roll out.

Substantiating Evidence:

Supervisor Training Document (Microsoft PowerPoint)

1.3 Implement Bi-Weekly Payroll for Students and Temps

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Complete Bi-Weekly Payroll through Banner by 10/22/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Complete Bi-Weekly Payroll through Banner by 10/22/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : Employees were paid on time. No major issues emerged during the process.

During this phase of the Payroll project we also set up direct deposit and check printing capability that would also be used in the January monthly processing for permanent employees.

Very successful roll out.

Substantiating Evidence:

BW Payroll Operational Readiness Report (Microsoft Excel)

Final Operational Readiness Report. These were discussed on conference calls weekly with representatives from all project stakeholders during September and October 2010.

1.4 Convert Central Payroll Benefits and Deductions

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Convert Central Payroll Benefits & Deductions to Banner by 12/31/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Convert Central Payroll Benefits & Deductions to Banner by 12/31/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : After the data was initially loaded, the UNC folks provided an additional program to help us automate the new January NCFLEX deductions. This part of the conversion was a bit problematic as the UNC script did not do a complete job. Result was our Benefits Office had additional keying to do. In the end, all was put into the system in time for payroll processing.

Substantiating Evidence:

1.5 Implement payroll processing for permanent employees

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Complete monthly payroll in Banner for permanent employees by 01/31/2011
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Complete monthly payroll in Banner for permanent employees by 01/31/2011

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes : We were very proud of this accomplishment. UNCFSU was one of the few campuses to have completed this aspect of the Banner payroll rollout "on-

time."

Payroll check deposit information is now available on-line. We will also put leave balance information on-line in the second half of the 2010-2011 period.

Substantiating Evidence:

Final MN Operational Readiness Report (Microsoft Excel)

2. Implement Bronco e-Buy Purchase Requisitioning

2.1 Implement e-Procurement interface with Banner Finance

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Implement e-Procurement interface to Banner by 9/15/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Implement e-Procurement interface to Banner by 9/15/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations : E-procurement software operation will need to be monitored for successful processing of SCIQUEST/BANNER purchase orders.

Reflections/Notes :

Substantiating Evidence:

2.2 Develop work flow set up with SCIQUEST representatives

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Develop work flow with SCIQUEST representatives by 9/30/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Develop work flow with SCIQUEST representatives by 9/30/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes :

Substantiating Evidence:

2.3 Complete User Acceptance Testing of SCIQUEST software

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Complete user acceptance testing of SCIQUEST by 10/11/2010
Other level; Direct - Other

Details/Description:

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

Findings for Complete user acceptance testing of SCIQUEST by 10/11/2010

Summary of Findings: Mid Year Findings: Completed as planned.

Acceptable Target Achievement: Met

Recommendations :

Reflections/Notes :

Substantiating Evidence:

2.4 Develop campus roll out strategy

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

Develop a campus roll out strategy by 6/30/2010
Other level; Direct - Other

Details/Description:

No Findings Added to Develop a campus roll out strategy by 6/30/2010

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:

3. Implement Bronco e-Buy Invoice Settlement Processing

3.1 Implement e-Invoicing interface to BANNER Finance

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

No measures specified

3.2 Develop Settlement Work Flow with SCIQUEST

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

No measures specified

3.3 Complete User Acceptance Testing of Settlement Software

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

No measures specified

3.4 Develop roll out strategy and goals with suppliers

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 1.6.1.

Measures & Findings

No measures specified