Spring Financial Forum

April 22, 2014
Welcome

Jon Benoit, Sr. Research Accountant
Nancy Gray, Director of Finance
Financial Forum

Purpose

- Engage financial leaders and administrators in a professional development event
- Provide updates – key university initiatives
- Share implementation updates, lessons learned, tips & tricks
- Celebrate Mosaic successes
Planning Committee

Jon Benoit
Kathleen Blackwood
Franca Berti - Bogojevic
Nancy Buschert
Alicia Dilulio
Kelly Fisher
Laura Harrington
Lesley Mills
Diana Parker
Sheldon Smart
Dee Henne/Nancy Gray – co chairs
Overview of the Day

- Guest Speaker
- Workshop
- Break – 10:45
- Concurrent Sessions (attend one of four)
- Lunch – Noon- 1pm
- PVP Panel
- Concurrent Sessions –repeated
- Celebration – 3:15
Feedback from previous conferences

Survey Results

Dee Henne, AVP Administration & CFO
Typical ERP productivity pattern

- **Productivity**
- **Time**

- **New ERP launched**
- **Net Benefit**
- **Adjustment Period**
Mosaic will succeed?
Mosaic will allow me to do my job more efficiently?
The University will dedicate sufficient resources to the project
Weekly issues created and resolved

Issues resolved and open by week created
(as of April 8, 2014)
Typical ERP productivity pattern

On average we are here

New ERP launched

Adjustment Period

Net Benefit
Guest Speaker

Judy Croon
Group Workshop

til 10:45
Financial Forum Workshop
Activity
Diana Parker & Franca Berti-Bogojevic
Workshop Content and Timing

- *Introduction to Activity (5 min.)*

- *Group Discussions (25 min.)*

- *Summary of Key Messages (15 min.)*
At your table, hold group discussions...

- Assign scribe to collect feedback on worksheet
- Review assigned question related to MOSAIC
- Hold open group discussion
At your table, summarize key messages...

- Table participants to reflect on discussion related to your MOSAIC question

- Identify 3 key messages you would like to share

- Scribe will summarize on table’s worksheet
Thank you!!

...for your participation in the Workshop!!

- Please hand in completed worksheets

- We look forward to sharing the summary of our findings later today
BREAK

Take it easy

for 15 min
Concurrent Sessions - am
1 hour
Reporting – Council Chambers
HR Implementation - DSB 505
Budget Model – Next Door
Workflows – Stay Here
Workflow – PeopleSoft Finance

Step 1
Routed based on Fund
- Research (e.g. 50, 55, 80, 85)
  - PI or Delegate
  - Research Accountant
- Capital, Trust (e.g. 60, 70)
  - Project Manager
- Operating, Ancillary, Specifically Funded (e.g. 20, 30, 40)
  - Program Manager
  - Department Manager

Step 2
Different routing based on transaction type
- Travel & Expense Report
  - Purpose Approve
  - Account Payable
  - Purchase Requisition
  - SP-01 Policy
    - <$50k auto sourced
    - >$50k SP Review
  - Journal Entry
  - Financial Services (Balance sheet only)
**Workflow – PeopleSoft Human Resources**

- HR uses a Position-based structure
  - Individuals are linked to positions
  - PS HR workflow recognizes people may hold multiple positions concurrently

- Standard HR Approval Framework
  - Routing options include:
    - “Reports to” supervisor
    - Department manager
    - Role-based user lists
      - E.g.: HR central administrator; Recruiter

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*HR Transactions are routed to the specific ‘reports to’ and/or ‘department manager’ of the position for which the transaction applies*
Workflow – PeopleSoft Human Resources

- HR Project Team is currently in design and prototype testing of PeopleSoft HCM workflow approval and delegation

- There will be different types of workflow for various types of HR transactions, variations may relate to:
  - Approval levels required (i.e.: number of approval steps)
  - One-time versus reoccurring approvals
    - E.g.: Stipends and Premiums (PS “Additional Pay”) would only require approval once at initial set-up, not each pay period in which the payments then flow
    - E.g.: Time Reporting (positive time and exceptions) would require approval every pay period
  - Whether financial/research approval is required for the HR transaction

- Recognition that not all processes may be suited to workflow
## Workflow – PeopleSoft Human Resources

Sample HR workflows *(final process are TBD)*

### Approval Step 1
- **Reported Time Submitted**

### Approval Step 2
- **“Reports to” Supervisor**

### Approval Step 3
- **Financial and/or Research Approval**

### Approval Step 4
- **Recruiter**

### Action
- **Job Approved for Recruiting**
  - **Time Paid via Payroll**

<table>
<thead>
<tr>
<th>Action</th>
<th>Time Reporting</th>
<th>Approval Step 1</th>
<th>Approval Step 2</th>
<th>Approval Step 3</th>
<th>Approval Step 4</th>
<th>Recruitment</th>
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<tbody>
<tr>
<td></td>
<td>Submitted</td>
<td>“Reports to”</td>
<td>“Reports to”</td>
<td>Financial and/or</td>
<td>Recruiter</td>
<td>Approved Job</td>
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<tr>
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<td>Supervisor</td>
<td>Supervisor</td>
<td>Research Approval</td>
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<td>Opening</td>
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<td></td>
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</tbody>
</table>

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Workflow – PeopleSoft Human Resources

- Challenges regarding HR workflow design
  - Financial/Research approval of HR events
    - Difficult to route based on Chart of Account attributes (e.g.: Fund)
    - Challenge of an employee being funded by multiple sources (e.g.: multiple Fund types)
  - Capturing required approvals by “Program or Project Manager”
    - ‘Program’ and ‘Project’ owners can’t be tracked within PS HR
    - Issue mitigated if individual is either “Reports to Supervisor” or “Department Manager” in PeopleSoft HR
- Delivered PeopleSoft functionality does not cover all types of HR events
  - May require assessing the impact of creating custom workflow processes
- Still testing and assessing the limitations of delivered workflow and delegation functionality
  - May encounter other challenges to address
  - E.g.: does delegation then allow for employee self-approval in some instances?
Campus Store Info
LUNCH
12:00-1:00
PVP Panel Discussion

Patrick Deane – President
John Kelton – VP FHS
Roger Couldrey – VP Administration
David Wilkinson – Provost
Facilitator – Gord Arbeau - PR
Concurrent Sessions - pm
1 hour

Reporting – Council Chambers
HR Implementation - DSB 505
Budget Model – Next Door
Workflows – Stay Here
Workflow – PeopleSoft Finance

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  - Department Manager

Step 2
Different routing based on transaction type
- Travel & Expense Report
  - Purpose Approve
  - Account Payable
  - Non PO Voucher
- Purchase Requisition
  - Execution of Instruments
  - SP-01 Policy
    - <$50k auto sourced
    - >$50k SP Review
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Workflow – PeopleSoft Human Resources

Sample HR workflows *(final process are TBD)*

**Reported Time Submitted**

**“Reports to” Supervisor**

**Deparment Manager**

**Financial and/or Research Approval**

**Recruiter**

**Time Paid via Payroll**

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**Request for Job Opening Submitted**

**“Reports to” Supervisor**

**Departmen t Manager**

**Financial and/or Research Approval**

**Recruiter**

**Job Approved for Recruiting**

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**Approval Step 1**

**Approval Step 2**

**Approval Step 3**

**Approval Step 4**
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Group Workshop (Morning)
Summary of Findings

Diana and Franca
Closing Remarks
Dee

 Conference evaluation*
  • Please complete
  • Link to be sent later this week

 Mosaic Celebration – 1280 –

 *includes short survey on Mosaic AP & Purc.
Mosaic Celebration
‘1280’