

SACPI

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October 14, 2009

Issues to Highlight

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Deluxe health care plan attracts those who have the most need for service. Premiums are not covering costs. M Humphrey expects rates will continue to rise on deluxe plan until it becomes price prohibitive.

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Cell phone policy

Proposed draft cell phone policy needed to comply with IRS standards and to determine who authorizes cell phone allowances. Discussion on implementation and who approves. Action postponed until November meeting.

Exhibit

This committee is meeting regularly working on developing a consistent performance evaluation tool to be used throughout UA

University of Alaska

ITEC Discovery Proposal for

Electronic Timesheets – Web Time Entry Using Banner Employee Self-Service (UA Online)

EXECUTIVE SUMMARY

This proposal explores the risks, resources, costs, impacts and collaborations necessary to implement the existing web-time entry module in Banner. Web time-entry has been available in Banner since 2004 through Banner Employee Self Service (BESS) which powers UA Online and is part of our current Banner package. This proposal recommends implementing web time entry with a control group, such as MAU Administrative Services divisions, before implementing system-wide. This proposal is promulgated by UAF Vice-Chancellor for Administrative Services Pat Pitney.

Purpose

Please provide a clear purpose statement in a brief form. Refer to guidelines document for the evaluation criteria of proposals.

What will this project do for the university?

What are the intended outcomes of this project?

What are the existing problems that will be mitigated by this project?

What is the planned discovery phase completion date?

What is the planned project initiation date?

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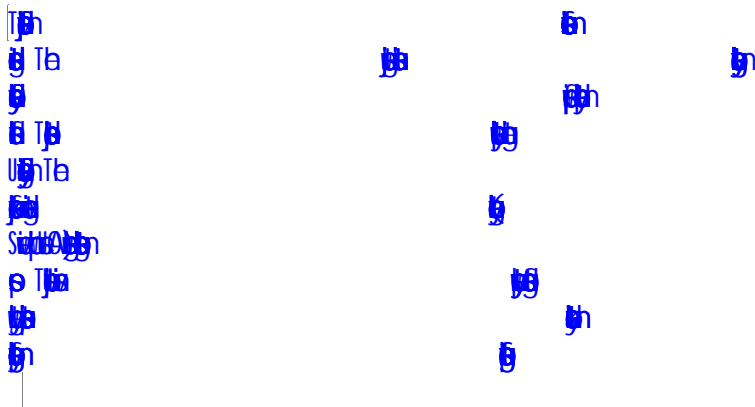
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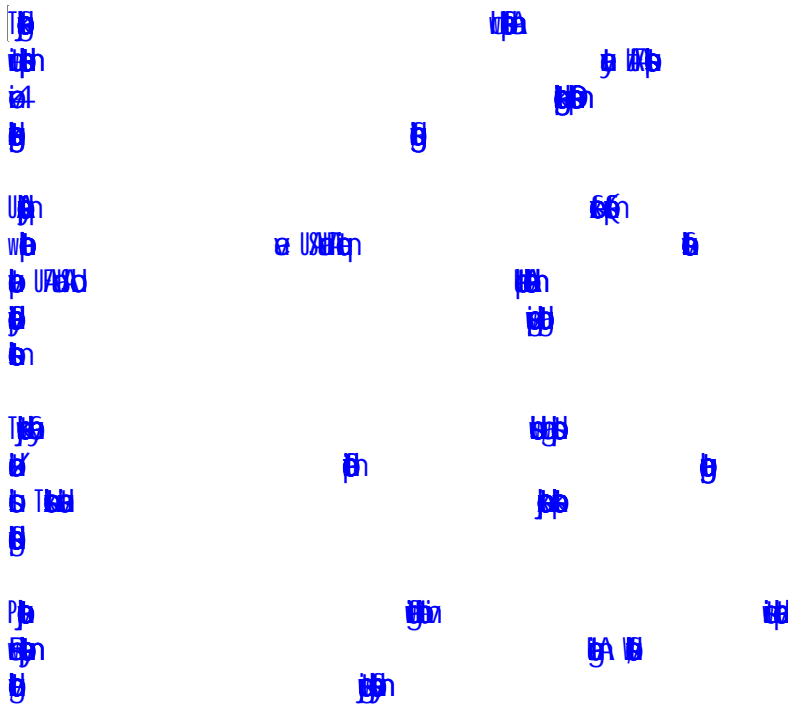
Strategic Plan Alignment

- How does this project align with the following:*
- UA and MAU Strategic Goals*
- State Needs*
- Educational Programs*
- Technology & Facilities*
- Students*
- Research*
- Faculty & Staff*
- Alignment with Business Processes and IT*



Risk

Consider risk associated with doing the project and not doing the project.



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acceptance or revision. This process may be critical and should be examined for value-added. Adoption of this process may not work with faculty. There is a risk that web-time entry module must be adopted in whole. If UA cannot adopt web-time entry without leave approval, the project may fail. The discovery project manager cannot determine this risk without the participation of Sungard, who was unable to meet project deadline for a meeting prior to 9.30.09.

- x Supervisor/Approver identification UA presently has no easy mechanism to identify supervisors/timesheet approvers. There is a risk that we will not be able to effectively identify supervisors in order to implement. If we do identify supervisors/approvers, there is a risk that group is not static and constant updating would have to occur. May be able to leverage department input to identify and update supervisors/approvers. Need larger group discussion to identify sustainable solutions. Identifying supervisors has a benefit and usefulness system-wide for other purposes such as training tracking and other applications beyond timesheet approvals.

- x Funding Estimate

- x Total Cost of Ownership consists of Estimate of Development Cost, Implementation Cost, Operations and Maintenance Cost. Provide a complete and comprehensive estimate of the following.
 - o Personnel
 - o Development
 - o Implementation
 - o Operations & Maintenance
 - o

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Make or Buy Analysis(

Address associate risks – if external identify point of transition and cost to user at transition

Are resources available

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Has this proposal been reviewed by the appropriate system-wide Executive

