

**Document Management Within PeopleSoft:
How the U of Alberta Merged Paper and Personnel eForms**

**Session #26484
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Anaheim, California

Presenters

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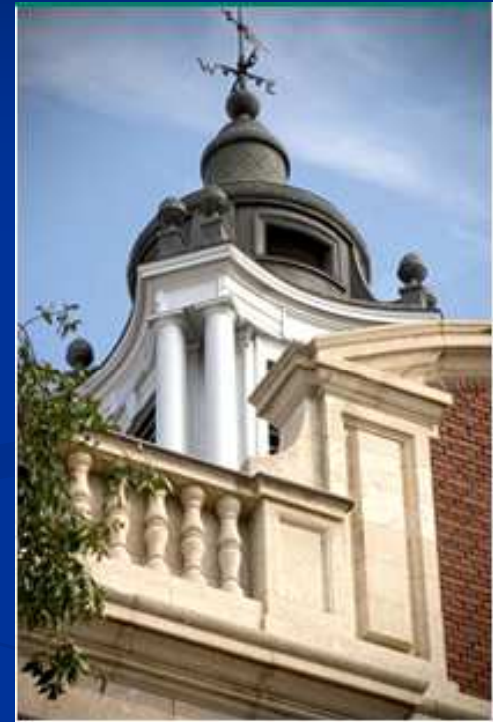
Overview

In this session we will discuss

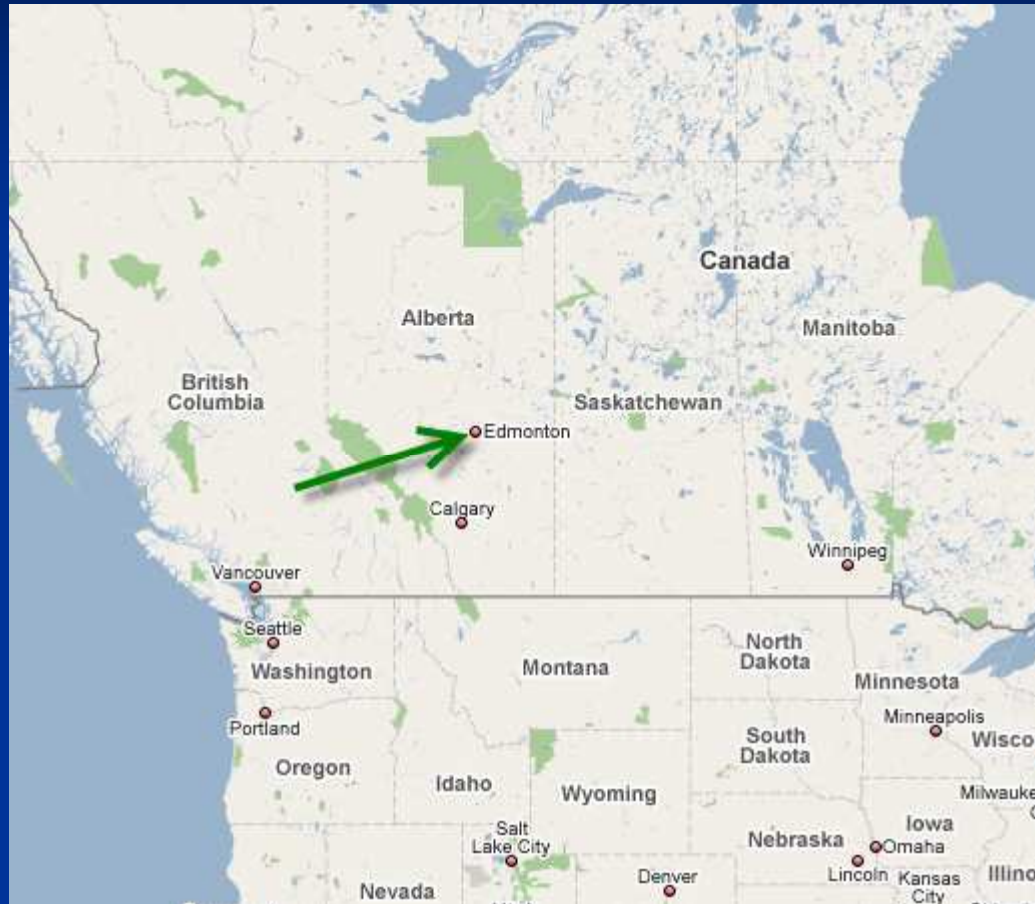
- The implementation of GT eForms™
- The development and implementation of GT Personnel eFile™
- How our process flow improved using eFile
- How we secured the information

University of Alberta

Founded a century ago, the University of Alberta is one of the top 100 teaching and research universities in the world serving more than 37,000 students with 14,000 faculty and staff.



University of Alberta



University of Alberta and Sierra Systems

In 2006 the UofA selected an implementation partner, Sierra Systems to:

Implement workflow enabled hire and job change processes
Improve internal controls
Improve time to process job changes and improve accuracy

Considered three options:

- Custom bolt-on
- Wait until version 9.0
- Implement GT eForms™ Product

Smart Forms Initiative

After reviewing many solutions they found that GT ePAF™ met or exceeded all of their requirements for a Smart Forms solution.

University of Alberta, GT and Sierra Systems

GT eForms™— Proof of Concept June 2006

GT eForms™ required tools version 8.4x + and we were on HRSA Version 8.0 with tools version 8.22

Installed GT eForms™ on Finance database, and built integration using database links and application messaging to HRSA database

Successful pilot – implementation begins

University of Alberta, GT and Sierra Systems

HR Personnel Forms – Implementation Sep 07 – Mar 08

Implemented:

Academic Hire Form

Non-Academic Hire Form

Non-Academic Job Change

Non-Academic Change of Job Status

HR Security Form

University of Alberta, GT and Sierra Systems

HR Personnel Forms – Implementation Sep 07 – Mar 08

Team Structure:

Sierra Project Manager

GT Technical, GT Functional (part-time)

Sierra Technical, Sierra Functional

HRS Subject Matter Expert

Sierra Security Expert (part-time)

Central IT Security (part-time)

University of Alberta, GT and Sierra Systems

HR Personnel Forms – Implementation Sep 07 – Mar 08

Project challenges:

- Removed departmental security customizations

- Needed to build workflow routing (could have used reports-to but not implemented at UofA)

- Implemented a HR Security Smart Form to workflow enable distributed security management

- Had to defer implementation of workflow routing for trust or research employees until Grants solution implemented

Smart Forms Initiative

The U of A greatly reduced their paper flow when they implemented Gideon Taylor's ePAF™. This solution gave users on-line forms with workflow approvals, eliminating the need for paper forms and manual data entry into PeopleSoft.

The ePAF™ forms moved so fast, however, that routing the supporting paper documents to HR became a bottleneck in the process.

The end-users of the ePAF™ forms identified the need for a single inquiry page for viewing all ePAFs for an employee.

The eFile Solution

U of A has implemented GT Personnel eFile™ and added attachments to their ePAFs.

eFile is a central location where users can view all of an employee's ePAFs and supporting documents.

The bottleneck has now been eliminated and end-users have onestop viewing of personnel information!

What is GT Personnel eFile™?

- GT Personnel eFile™ is a paperless file cabinet for all supporting documents related to an employee or POI. When ePAFs like the New Hire Form are completed, online supporting documents can be scanned or attached to the eForm. Downstream approvers can view the attachments.
- With GT Personnel eFile™, all of an employee's ePAFs and their attachments can be viewed from one place.
- The whole paper personnel file can now be moved online, and the scanned “paperwork” keeps up with the electronic forms.

Demo



ePAF Home Page

Electronic Personnel Action Form (ePAF) Home Page



[My Worklist](#)

Work the items that have been routed to you.



[Start a New ePAF](#)

Start a new ePAF, which will then be routed to the appropriate approvers.



[Resubmit, Change, or Withdraw an ePAF](#)

Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[View an ePAF](#)

View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.



[Look Up an Archived ePAF](#)

Find and review an old ePAF. ePAFs submitted more than a month ago will be listed here. This is a read-only view.



[Personnel efile](#)

Find and review employee records. Includes comments, job records, attachments and ePAFs associated to a specific employee.

eFile Person Search

eFile Person Search

Step 1 of 2: Person Search

Search below for the person you wish to view their eFile

Search Fields

First Name:

Empl ID:

Last Name:

Department

Job Code

Search

Clear

										Customize	Find	First	1-2 of 2	Last	
		HR	Job	Act	Rcd#	EmplID	Name	DeptID	Department	JobCode					
1	▶	ⓘ	✔	✔	✖	0	1239392	Mouse,Mickey	1001001	AH Dean's Office Admin	Term Employment 11 (40)				
2	▶	ⓘ	✔	✔	✔	1	1239392	Mouse,Mickey	7102041	FS IntegratedTechnologyService	Systems Analyst 11				

eFile Employee Page

[eFile](#) | [ePAFs](#) | [Attachments](#) | [Comments](#)

Valid attachments for staff are Offer letters (Support staff), Letters of Appointment (Academic Staff), and Immigration Status papers. Any inappropriate attachments will be removed by Human Resources.

Personal Info

Name: Mouse,Mickey **Empl ID:** 1239392 [Addresses](#)
[Comments](#)

Employee Records

[Find](#) | [View All](#) First 1 of 2 Last

Empl Rcd Nbr 0 **Eff Date** 02/17/2009 **FTE** 0.250000 **Job Code** N0987 **Term Employment** 11 (40) [Comments](#)

Department 1001001 **AH Dean's Office Admin** **Empl Class** Support **Status** Terminated

File Attachments for employee record

[Customize](#) | [Find](#) | First 1 of 1 Last

Upload	View	Description	Date added	Attachment Id
1 Upload	View			

[Delete](#)

[Add Job Attachment](#)

ePAFs

[Find](#) | [View All](#) First 1 of 2 Last

eForm ID 7506 [View](#)

Effective Date 02/16/2009

Form Type CNGEMPSTAT

Form Status Executed

Department 1001001 **AH Dean's Office Admin**

Comment History:

- ** Janet Ellen Arndt
- ** Tue, Mar 3 09, 11:02:31 AM attaching letter of resignation

File Attachments for ePAF

[Customize](#) | [Find](#) | First 1 of 1 Last

View	Description	Attachment Id
1 View	Resignation Letter	AMA32009-03-03-11.01.53

Hire ePAFs

[Find](#) | [View All](#) First 1 of 2 Last

eForm ID 7504 [View](#)

Effective Date 02/01/2009

Form Type HIRE

Form Status Executed

Department 7102041 **FS IntegratedTechnologyService**

Comment History:

- ** Janet Ellen Arndt
- ** Tue, Mar 3 09, 10:46:02 AM Added Special Conditions letter

eFile Employee Page

ePAFs Find | View All First 1 of 2 Last

eForm ID 7506 [View](#)

Effective Date 02/16/2009

Form Type CNGEMPSTAT

Form Status Executed

Department 1001001 AH Dean's Office Admin

Comment History:

** Janet Ellen Arndt
** Tue, Mar 3 09, 11:02:31 AM
attaching letter of resignation

File Attachments for ePAF Customize | Find First 1 of 1 Last

View	Description	Attachment Id
1 View	Resignation Letter	AMA32009-03-03-11.01.53

Hire ePAFs Find | View All First 1 of 2 Last

eForm ID 7504 [View](#)

Effective Date 02/01/2009

Form Type HIRE

Form Status Executed

Department 7102041 FS IntegratedTechnologyService

Comment History:

** Janet Ellen Arndt
** Tue, Mar 3 09, 10:46:02 AM
Added Special Conditions letter

File Attachments for ePAF Customize | Find First 1-2 of 2 Last

View	Description	Attachment Id	eForm ID
1 View	Appointment Letter	AMA32009-03-03-10.43.38	7504
2 View	Special Conditions	AMA42009-03-03-10.45.09	7504

Links to Personal Data

The screenshot displays the 'ePAFs' section of a PeopleSoft system. The 'Personal Info' section is highlighted with a red box, and a red arrow points to the 'Addresses' and 'Comments' links. The 'ePAFs' section shows a list of forms with details for a specific form (Effective Date: 02/16/2009, eForm ID: 7506, Empl Recd Nbr: 0, Form Type: CNGEMPSTAT, Form Status: Executed, Department: 1001001 - AH Dean's Office Admin, Empl Class: FTE 0.000000). A 'Comment History' window is open, showing a comment from Janet Ellen Arnold on Tue, Mar 3 09, 11:02:31 AM, stating 'attaching letter of resignation'. A 'File Attachments' table at the bottom shows one attachment: 'Resignation Letter' with Attachment ID 'AMA32009-03-03-11.01.53'.

View	Description	Attachment ID
1 View	Resignation Letter	AMA32009-03-03-11.01.53

The Personal Info section provides links to PeopleSoft's Addresses and to a Comments section

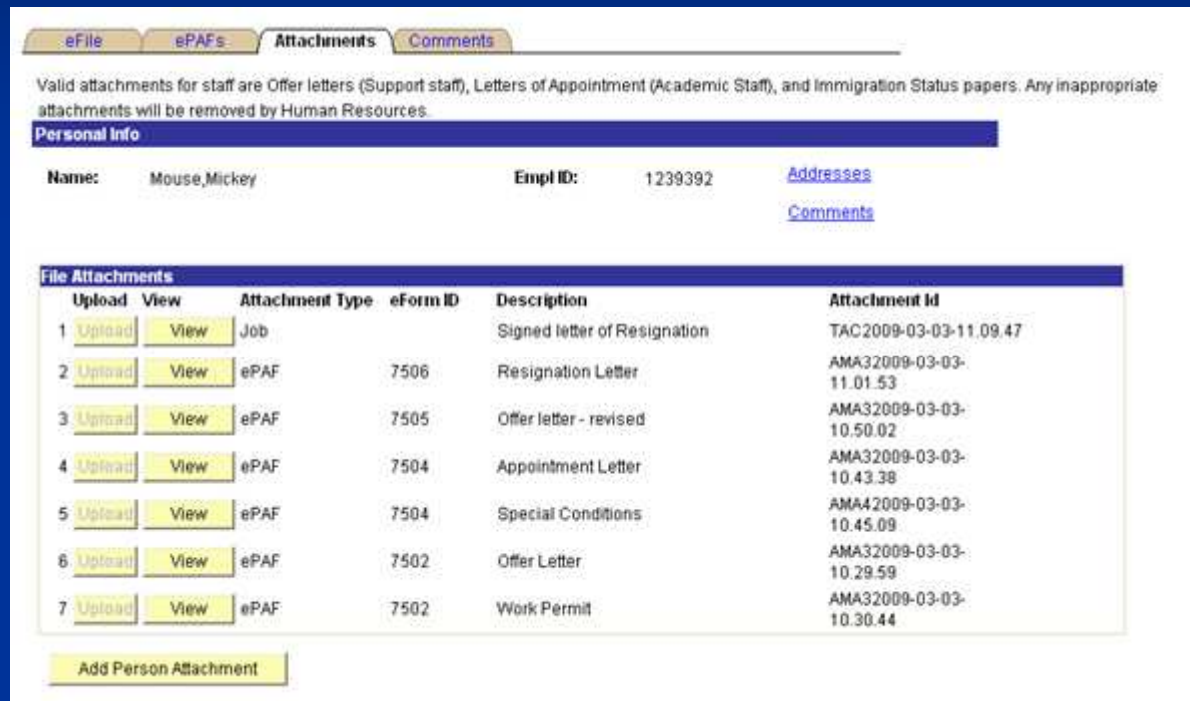
eFile Comments Page

The screenshot displays the 'Comments' tab of an eFile system. At the top, there are navigation tabs for 'eFile', 'ePAFs', 'Attachments', and 'Comments'. Below these is a 'Personal Info' section with a dropdown arrow. The personal information includes 'Name: Mouse, Mickey', 'Employee ID: 1239392', and a link for 'Addresses'. A 'Comments' section follows, with a search bar containing 'Find | View All' and a pagination indicator 'First 1-2 of 2 Last'. There are two comment entries. The first entry has an 'Effective Date' of 03/03/2009, a 'Note Type' of 'Person', and a 'Date Entered' of 03/03/2009 by 'Tuqj, Hinnb Roqe'. The comment text is 'Comments attached to the employee', which is circled in red. The second entry has an 'Effective Date' of 03/03/2009, a 'Note Type' of 'Job', and an 'Empl Rcd#' of 0. Its 'Date Entered' is also 03/03/2009 by 'Tuqj, Hinnb Roqe', and the comment text is 'Employee decreased hours, then subsequently resigned from this position.' At the bottom left, there is a link 'Return to eFile search page'.

Effective Date	Note Type	Date Entered	By	Comments
03/03/2009	Person	03/03/2009	Tuqj, Hinnb Roqe	Comments attached to the employee
03/03/2009	Job	03/03/2009	Tuqj, Hinnb Roqe	Employee decreased hours, then subsequently resigned from this position.

This section provides the ability to do effective dated comments that can be associated with an employee, ePAF or an attachment.

Attachments Page



The screenshot shows the 'Attachments' tab in the eFile system. It includes a navigation bar with 'eFile', 'ePAFs', 'Attachments', and 'Comments'. A warning message states: 'Valid attachments for staff are Offer letters (Support staff), Letters of Appointment (Academic Staff), and Immigration Status papers. Any inappropriate attachments will be removed by Human Resources.' Below this is a 'Personal Info' section for 'Mouse, Mickey' with 'Empl ID: 1239392' and links for 'Addresses' and 'Comments'. The main section is a 'File Attachments' table with columns for 'Upload', 'View', 'Attachment Type', 'eForm ID', 'Description', and 'Attachment Id'. A red arrow points to the first row of this table.

	Upload	View	Attachment Type	eForm ID	Description	Attachment Id
1	Upload	View	Job		Signed letter of Resignation	TAC2009-03-03-11.09.47
2	Upload	View	ePAF	7506	Resignation Letter	AMA32009-03-03-11.01.53
3	Upload	View	ePAF	7505	Offer letter - revised	AMA32009-03-03-10.50.02
4	Upload	View	ePAF	7504	Appointment Letter	AMA32009-03-03-10.43.38
5	Upload	View	ePAF	7504	Special Conditions	AMA42009-03-03-10.45.09
6	Upload	View	ePAF	7502	Offer Letter	AMA32009-03-03-10.29.59
7	Upload	View	ePAF	7502	Work Permit	AMA32009-03-03-10.30.44

[Add Person Attachment](#)

eFile provides the ability to add file attachments directly to the employee record, if they are not specific to an ePAF transaction.

ePAF Page

The screenshot displays the ePAF Page interface. At the top, there are tabs for eFile, ePAFs, Attachments, and Comments. The main content is divided into sections:

- Personal Info:** Name: Mouse, Mickey; Empl ID: 1239992. Links for Addresses and Comments are provided.
- ePAFs:** A list of ePAFs with columns for Effective Date, eForm ID, Empl Rcd Nbr, Form Type, Form Status, Department, Job Code, and Empl Class. The first record is for Effective Date 02/16/2009, eForm ID 7505, Empl Rcd Nbr 0, Form Type CNGEMPSTAT, Form Status Executed, Department 1001001 AH Dean's Office Admin, Job Code, and Empl Class FTE 0.000000. A 'View' link is next to the eForm ID. A 'Comment History' window is open, showing a comment from Janet Ellen Arnold on Tue, Mar 3 09, 11:02:31 AM regarding a resignation letter.
- File Attachments:** A table with columns View, Description, and Attachment M. One attachment is listed: 'Resignation Letter' with Attachment M AMA32009-03-03-11.01.53.
- ePAFs (continued):** The second record is for Effective Date 02/01/2009, eForm ID 7505, Empl Rcd Nbr 0, Form Type JOBCHANGE, Form Status Executed, Department 1001001 AH Dean's Office Admin, Job Code N0997 Term Employment 11 (40), and Empl Class Support FTE 0.250000. A 'View' link is next to the eForm ID. A 'Comment History' window is open, showing a comment from Janet Ellen Arnold on Tue, Mar 3 09, 10:49:44 AM regarding revised hours per week.
- File Attachments:** A table with columns View, Description, and Attachment M. One attachment is listed: 'Offer letter - revised' with Attachment M AMA32009-03-03-10.50.02.

eFile displays in effective-date order, the ePAFs that have been submitted for an employee and the associated attachments.

Business Process Improvement

- Eliminate Redundancy — online forms means the related HR information is captured once and directly into PeopleSoft
- Improved Tracking Capability — capturing forms completion and approvals on-line provides the ability to track where forms are in the process
- Improved Access to Information — provides one point of accessing all relevant information for employees

Securing the Information

- Personnel Contact – able to see comments and able to see there are attachments but cannot access the attachment
- Internal Control – able to add comments and add or delete attachments associated with their department
- One Over One - able to add comments and add or delete attachments associated with their department
- HR – able to add comments and attachments for all jobs and all departments

Questions?



Contacts

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- Janet Arndt – janet.arndt@ualberta.ca
- Carey Kraus – CareyKraus@SierraSystems.com

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