

# Human Resource System (HRS) Implementation -Organizational Business Processes-

Colleges/schools/divisions are expected to develop a “plan of action” with a deadline no later than November 15<sup>th</sup>, 2010 that will document how they will implement their business processes for the new HRS system (go-live spring of 2011).

To provide consistency, guidance, and support in the creation of these plans, the UW-Madison HRS Work Flow Project (WFP) was created. The WFP is a two phase approach in which Phase One includes the creation of planning guidelines and templates for use during Phase Two by colleges/schools/divisions to develop and implement their plan of action. The WFP Phase One team has now released the *UW-Madison Divisional Planning Guide – Preparation for the HRS Implementation* that contains instructions, guidance, and templates.

It is now time to transition to Phase Two of the WFP. Using the Planning Guide, each college/school/division is expected to complete the following:

- Use the decision process to determine what business process model (centralized or decentralized) will be utilized;
- Identify each employee needing to utilize HRS and the front-end JEMS system; and
- Identify what HRS role/s each employee will perform.

Below are some key changes colleges/schools will need to consider regarding HRS implementation.

- **Timeline for Appointment Creation** - Employee and job information will need to be loaded into HRS at least 7 days prior to the start date. *This change is required to ensure employees can obtain their benefit opportunities when their job begins.*
- **Upfront Funding Required for Hiring**- Accurate funding will need to be in-place prior to initial payroll processing which will also significantly reduce the use of salary cost transfers.
- **Payroll and Benefit Role Changes (accuracy and front-end work)** - Increased accuracy with front-end appointment work will be needed to ensure data flowing through to HRS won't need after-the-fact correction or have a negative effect for employees.
- **Increased Employee and Department Responsibility** - Supervisors and employees will be expected to be timely and accurate in submitting or approving time (self-service capability)

In addition to migrating off of our antiquated Payroll mainframe system, HRS will provide:

- **More Efficient Processes**
  - Eliminate Double-Entry – The new data flow will eliminate double-entry that occurs today
  - Consistent Campus Processes/Roles – Uses the same roles, responsibilities, and processes which improves consistency, streamlines the work, and promotes collaboration
  - Leverage Resources – Through consistent training/communication and improved security
- **Employee Benefits**
  - Fast and Accurate Set-up of New Employees
  - Tailored Benefit Selection and Timely Processing of Benefits