



Benefits of PeopleSoft HRMS Phase I

- 1. PIS, BIS and GEAC are combined in to a single source, University HRMS (Human Resource, Benefits and Payroll) system.**
 - Data entered once
 - Fewer hand-offs
 - All HRMS sources share the same data

- 2. Department Administrators enabled with direct access to the University HRMS system.**
 - View their employees' personal and employment data
 - Update employee demographical data directly into the system
 - Ability to create PAFs

- 3. Employees have the ability to update and/or view Human Resources, Payroll and Benefits data via the web.**
 - Update address, phone numbers, directory approvals and emergency contact data
 - Enter tax elections and direct deposit information
 - View and print paycheck information
 - View benefits enrollment information

- 4. Position Management utilized for Administrative and Academic positions.**
 - Administrative Staff - allows for unique position numbers for each job, providing knowledge of vacant and filled positions and position history
 - Academic Staff - provides ease of data entry

- 5. Use of Job Classifications and Job Families to aid in comparative studies for the Administrative Offices.**
 - University Rank Code structure replicated in PeopleSoft allowing continued precise differentiation of academic and administrative staff.
 - Classification of Administrative staff into job families enhances the ability to complete comparative studies while enabling Human Resources staff to better develop career paths at Columbia.



Benefits of PeopleSoft HRMS Phase I

Current System	PeopleSoft System
Data needs to be entered in both the HR and the payroll system, which can lead to differences in data between the systems and inaccurate paychecks	Data will be in one system, which improves data integrity leading to more accurate paychecks.
Benefit deductions are only fed to the payroll system once a month. This leads to missing or inappropriate benefit deductions on paychecks and extra time spent processing retro benefits.	Benefit deductions are in the same system as HR and payroll. Benefit deductions will be timely and accurate on the paychecks and fewer retro benefits will be necessary.
Department Administrators can only update data in the HR system by entering changes on the PAF form. Sometimes, it takes multiple weeks for the PAF form to cycle back to the DAs, which leads to long delays in updating employee's data in the HR system.	Department Administrators will be able to print PAF forms directly from the system, which will lead to faster turnaround on updating employee's data since they don't have to wait for the PAF to cycle back.
Department Administrators have to contact both the payroll and HR departments to see if data is entered in the system	Department Administrators will have direct access to a single source of entry for the University HRMS system. They will be able to view personal and employment data for their employees.
Employees are required to fill out a form to update direct deposit and tax information. Updates to the system may take numerous weeks.	Employees will be able to directly enter tax elections and direct deposit information in to the system making these updates immediate.
Paychecks are hard to decipher as some earnings and deductions are combined in to a single line.	Clearer earnings and deductions descriptions and better segmentation of paycheck items, such as pre and post tax deductions and employer-paid benefits, will make it easier to understand the paycheck.



Phase I Timeline for 2003 - 2004



Technical Upgrade
*Upgrade Tech Environment to Current PS Version

Design
*Business Process Validation
*Design Reports, Interfaces, Modifications

Implementation
*Build System Reports, Interfaces, Modifications
*Test System

Conversion/Deployment
*Convert Employee Data to PeopleSoft
*End User Assurance



Training
July - September

*End users of the PeopleSoft HRMS system will participate in classroom style training, including exercises. The number of classes necessary for each user to attend will be based on the users future role.

End User Assurance
August - September

*End users will participate in an activity that simulates their daily work effort in PeopleSoft. This simulation will allow users to self-assess their ability and practice using the new PeopleSoft HRMS system to complete their daily activities, as well as provide some final system feedback.



How to Obtain Information on the PeopleSoft Project

1. E-Mail comments and questions to PAC@Columbia.edu
2. View the Project Website for project information:
www.columbia.edu/cu/pac/
3. Contact the Project Director or Communications Liaison

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