Pittsburg State University
ERP Replacement Project
ERP Features List - Campus Stakeholder Input
3/25/2013 Brainstorming Session

1) Accounts Payable
   a. Ability to categorize expenses at the department level for their purposes.
   b. System that allows Departments to eliminate shadow systems (Quick Books, Quicken, Excel, etc.)
   c. Notification options (email) including opt in/out for transactions for AP Payments, BPC transactions, & Interfunds.
   d. Ability to see and track detail audit trail – from Gorilla Marketplace Req. & PO to AP Voucher, Check and check reconciliation status, or date voucher transmitted to the State.
   e. Query/Reporting abilities that a non-accountant can understand. This includes reporting for BPC transactions – build reports by unit #’s instead of person/reconciler.
   f. Electronic Forms/Requests, Approvals & Workflow for entries instead of forms – transfers, voucher corrections, funding changes, etc.
   g. Electronic approvals of BPC logs at the point of reconciliation w/ links to attachments, and automated BPC transaction log approval by Supervisors.
   h. Immediate posting and access to transaction data (instead of monthly) for real – time reporting in the case of BPC and Service Clearing transactions.
   i. Historical data – 10 years back for comparison.
   j. Project-to-date total amounts.
   k. Vendor file that is linked to HR for reimbursements – requiring only update of personal information in 1 location.
   l. Charges from other campus Departments or Clearings should include an itemized bill and not be presented for the first time on the monthly unit report.
   m. Include work flow to include approval by the BPC cardholder’s supervisor, and information coming in from the bank directly so the reconciler only needs to enter account numbers and descriptions.

2) Travel
   a. Populated miles calculations on travel
   b. Calculate per Diem – taking into account registration meals, and system knows based on location if high cost/special high cost.
   c. Ability to calculate currency conversions for international travel.
   d. Electronic travel approval – faculty member could monitor where approval is in the process.
   e. Keep authorization approval on the T-form consistent with approved actual expenditures (re-negotiation not needed).
   f. Budget checking of approved travel amounts to actual expenses, and re-routing of approval for budget variations.
   g. Related travel expenses in one record – all inclusive, and tracking all expenses for one trip possible (linked and talking to each other)
   h. Traveler involved in laying out trip/providing details. Like administrative assistant involved – but if faculty member will lay out logistics of trip upfront via the travel approval form. Traveler more involved in getting an estimate w/ back up for the estimated numbers.
   i. Pending committee approval options – ex. “Pending X approval.”
   j. Electronic travel process with linked information in employee file.
   k. Ability to budget funding from multiple sources (one-stop) for a traveler, for example, PD travel funds, OST travel funds, Faculty Affairs, etc.
   l. Vendor file that is linked to HR for reimbursements – requiring only update of personal information in 1 location. Same banking update deposit information between 2.
   m. Notifications of deposits in employees bank accounts
   n. Integrate student study abroad travel process with general travel process giving the ability to see available travel funds for a trip.
   o. Encumber approved travel.
   p. Ability to tailor travel process to specific needs. For example, admissions recruitment.
   q. Travel – would be nice to take pictures of receipts and turn them in.
   r. Intuitive/user friendly.
3) Accounting
   a. Multiple FY comparison and accounting including project/grant to date data. Accreditation report may need 6 years of data with totals and KRPS would like 10 years of comparative data.
   b. Eliminate shadow systems – input departmental or project/grant budget in accounting system as defined by the department and additional coding for their tracking purposes. Want multiple parties/departments to all see same balance and transactions rather than multiple balances with reconciliation from shadow systems.
   c. GL Look balance is dated – not valid due to lack of departmental encumbrances or reserved funds. Encumber travel forms, scholarships, etc. Currently don’t report transaction until paid. Need to book department commitments to reserve funds.
   d. Electronic forms and workflow.
   e. Drill down for comparison of current year documents to prior year document.
   f. Inquiry ability for faculty/staff to view as they need.
   g. Want notification before or as account is charged. Need the ability to view workflow and drill down into audit trail of that transaction.
   h. Track Faculty Professional Development funds online. Currently must get assistance to see your balance. Potential to code/tag transactions by faculty ID or name.
   i. Intuitive for users, simple to understand with online help, including online accounting and system help. Should be similar to other online activities that faculty and staff are already familiar with, such as online banking. Easily used by Departmental Admins and/or Authorized Signatures & Supervisors.

4) Business Office Reports
   a. Special Departmental Reporting need include: KRPS – CPB Reporting, Athletics - NCAA Reporting.
   b. Systems should interface and provide detail in posting. Systems should talk to each other. Would like additional detail on receipts.
   c. Do not need static reports currently generated monthly and stored in GUS.
   d. Query and filter by different variables, such as date, account number, vendor, BPC cardholder, etc., and export to Excel. Ability to select/deselect when query is run to exclude transactions. Need the ability to roll-up or drill down into the data with query. Query with regard to departmental project or tag to determine total project/job costs.
   e. Notifications with E-copy feature is desirable. Departments want the ability to manage who get notifications.
   f. Security – lockdown of payroll detail can be problematic. Can’t monitor balance because you don’t see the transactions.
   g. Portal and/or dashboard that is customizable to the user and could be shared among departmental users.
   h. Mobile access – iPad, smart phone, etc.
   i. Need a replacement for GL Look which is easy to read and navigate.
   j. Produce a FASB statement for PSU Foundation.
   k. Physical plant needs a work order system; open, closed, how to track, enter new orders. Physical Plant needs an Inventory system.
   l. Need the ability to drill down to see details regarding transactions charged from Work Order System, carpool & photography clearings, etc.

5) Payroll
   a. Payroll codes are user-friendly and easy to understand. Include an FAQ link for payroll acronyms and terms (e.g. HCF, exempt, non-exempt, etc.).
   b. Payroll deductions can be future dated.
   c. Be able to see funding information immediately.
   d. Notification when payroll is processed and when a payment is made from our account
   e. More detail on where Agency Pay deductions are assigned (e.g. foundation, united way, etc.)
   f. Taxable fringe benefits included in pay stub information.
   g. Electronic notifications to employees about payroll dates (e.g. time and leave deadlines, pay check dates, etc.).
   h. Ability to pull information about employee salaries into reports.
   i. Parking and Rec Center deductions spread out over more payrolls.
   j. 9 pay 12 paychecks issued electronically – more streamlined and paperless.
   k. Electronic notification when a student employee drops below class hours needed for student employee status.
   l. Employee Self Service for electronic deduction changes and other payroll actions.
m. Employees have easy access to personal information, including payroll, leave, and other employee specific info.

n. Employees have the ability to perform pay check estimates with different scenarios (e.g. change in VoTSA, salary, W-4, etc.) for themselves and for account or grant expenditure estimates.

6) Time & Leave
   b. Electronic entry of time worked and leave taken is the same method for all employees.
   c. Ability to enter time worked and leave taken at any time during the pay period including future leave to be taken.
   d. FAQ’s for time worked and leave taken codes or a legend to help enter correctly or time worked and leave taken prompts that do not use codes (e.g. “Are you taking comp time or are you earning it?” “Write out ‘vacation’ instead of using a code.”).
   e. Ability to request leave electronically with electronic work flow to approve.
   f. Approval of electronic time at all levels by direct supervisor and not timekeeper.
   g. System makes available only the appropriate time worked and leave code options for the employee. Pre-populate leave codes appropriate for the type of employee, including holiday and inclement weather codes.
   h. Ability for supervisors to see leave requests for employees on a calendar.
   i. Identify essential personnel for Inclement Weather codes.
   j. Ability to generate electronic notifications to departments when a student employee had multiple appointments and had worked the 20 hour maximum.
   k. Leave usage and leave balances available to the employee, supervisor and timekeeper.
   l. Electronic notification to employee when employee is reaching their vacation leave balance maximum and if they have not used their discretionary day and may lose it.
   m. Supervisor to get notifications of employee low vacation/sick balances.
   n. Ability to calculate leave balances at a future date.
   o. Integration of time clock punches to electronic time and leave.
   p. Same “lockout” times should apply to all employees (e.g. time worked and leave taken for all employees must be entered by the same date & time).
   q. Ability to monitor hours worked (e.g. classified temporary employee with 999 hour limit; hours allotted to a project).
   r. Electronic notification if time worked or leave taken was entered in error.

7) Compensation & Budget
   a. Ability to query the system for previous employment dates to determine when a student is eligible for a pay increase.
   b. Ability to see unit balance in real time with ability to drill down by object (e.g. student hourly payroll, etc.) and pull information into a spreadsheet as needed.
   c. Ability to compare current expenditures to prior year to date.
   d. Electronic Budget Adjustment and EDC forms with work flow approvals.
   e. Ability to query using the data you desire.
   f. Educational Opportunity Fund (EOF) accounts: notice on balances, notification of funding restrictions, automatic funding change when reaching zero balance.

8) Electronic Appointment Process, including Recruitment, On-Boarding & Off-Boarding
   a. Electronic notification to hiring department when a new employee non-resident alien employee has completed all necessary paperwork, including the substantial presence form, and could start to work and be paid. Includes when a non-resident alien has completed the substantial presence form.
   b. Electronic work flow for student appointment process.
   c. Electronic notification to hiring department when a student employee has completed all necessary paperwork and can start to work.
   d. Online process to request student payroll exceptions.
   e. Centralized on-boarding and off-boarding processes. Mesh applications into email, etc.
   f. Electronic application submission - applications available to committee electronically.
   g. Electronic notification to applicants when a position has been filled.
   h. During recruitment process, an easier, greener way to review and categorize info, for selection and score.
i. Accept multiple or specific file types in electronic application process (i.e. Art portfolios).

j. Centralized applications process for faculty positions – must have large capacity and flexibility for specific needs.

k. Sorting options of employees/positions

l. Checklist for new employees and the department – tied to their position. Entrance process setup for new employee. One stop shop for new hires. Easier to obtain log-ins and accesses, one stop on 1st day/week of employment. (Very difficult for new employees to navigate around university for so many new employee “stops”). Set up for GUS card, email, insurance. Check list is nice. Also Exit checklist for employees who leave with same functionality and features.

   i. Computer applications/passwords
   ii. Keys
   iii. I.D.
   iv. Benefits

m. Track what access a person has to various systems to set them up or to remove all access at termination. Ability to cut-off access when an employee leaves.

n. GA eligibilities need to be integrated so that they don’t even apply if not qualified.

o. Appointment process: more streamlined for reappointments. Ex. Bus drivers, ticket takers, etc. Should we have some flexibility to treat different functions differently?

p. When someone’s appointment is about to reach end date it would be nice to get a notification.

9) Benefits


   b. Benefits information that is available now is good and needs to be in the new system.

   c. Easier access to provider services on the PSU page.

   d. Better links for state access sites on our page, i.e. insurance providers

   e. Dependent care information (ASI Flex) should be easier to understand.

   f. Employee can make electronic changes of personal information, deductions, donations, W-4, life insurance, etc.

   g. Make it possible to see/change all benefits online.

   h. 401K – electronically amend contribution amount w/out having to go through ING or Valic.

   i. Tie position to the benefits – for recruitment purposes.

   j. Visible time lines for benefits when OE or enroll.

   k. Ability to put in projected retirement date and view the benefits, criteria at that date.

   l. STAR Link

10) Performance Reviews:


   b. Consolidate classified system to view goals and review in same screen.

   c. Shorten review documents; continue email reminders, several steps in review process – goals, 6 mo., review.

   d. Review reminders.

   e. Keep form format, make it electronic instead of upload.

   f. Be able to update goals and objectives electronically throughout the year.

   g. Need more time to complete the review.

   h. System that recognizes multiple supervisors

   i. Allow more time before system logs off.

   j. Performance evaluations: goals and objectives should be visible when evaluating. Right now you have to open additional file to view. For no more than we typically use this section, the links seem to be misnamed or misleading. We forget from one time to the next where we need to go to do specific actions. It would be nice to have something like Power Grid that would have links to all other pertinent info. So you can access all from one screen.

   k. Classified and unclassified job description on-line template.

   l. Classified and unclassified accomplishments electronic by individual.
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m. Fully electronic faculty process. All in one spot. Timeline – access. Electronic performance reviews for faculty. Faculty performance appraisal system needs to come over just as it is right now, unless agreed by both parties to update/change.

n. Dashboard telling us deadlines like performance reviews, etc. No email warnings, etc.

o. Ability to complete electronic review for GA’s and student employees.

p. Ability to pull up one person and all their evaluation criteria in the system.

q. Integrated data sharing w/Faculty activity database – ex. Digital measures.

11) System Requirements & Reporting

a. System is very user-friendly and intuitive. Include Search function, FAQ’s and tutorials. To do list included in system that includes step by step how-to’s as well as x acct#=y. ? = explains what this link is asking. Nothing about what we have is intuitive. How do you know where to go for x, y, and z? GUS not very intuitive. Names of menus don’t make sense. GUS seems very un-organized. Should be designed around how we do our jobs.

b. Ability to personalize desktop to see the information that is important for your job.

c. Employee Self-Service available.

d. Audit trail of changes being made in the system.

e. New employees have access to the system in a timely manner so they have access to their work items on the 1st day of work.

f. Electronic forms with information directly interfaced into the appropriate module.

g. Ability to use mobile device to access and work in the system, including work flow approvals and actions.

h. Create reports as you can do with online banking. Ability to pull the info on our own without assistance from programmers or others (e.g. athletic scholarships reports). Ability to drill down into information to see detail when needed, including historical data.

i. Forms are available electronically.

j. Grant management – be able to see grant info from across campus

k. Student Information System (SIS) – keep electronic room scheduling. Important to physical plant

l. Performance seems very slow on GUS. Frustrating to be kicked out and then wait for it to reload. Kicks us out too soon. Would be nice to set different time limits on your own

m. System must be agile to handle department name changes and other organizational changes.

n. Integrate w/ a work order system or include work order functionality.

o. Electronic security on doors. Integrate w/ this system or C-BORD easily

p. Single sign on

q. Be careful what we put into “electronic” workflow. Not everyone checks email regularly

r. Includes inventory management.

s. Would like more information available at a lot more places. Ex. 10 month faculty employee appointments. Re-appointments ask for things that we already have, resumes, class assignments, etc.

t. Stop displaying codes. Just say what that code is for.

u. If we could get notifications it would be nice to get a daily digest vs. single emails. This would be nice to customize, someone may like single emails others not.

v. Give access to information only when needed (e.g. SS#).

w. Include the ability to add photos to employee and student directory information.

x. SIS – Dean is able to authorize access to information to the entire college if desired.

y. Integrate web links where appropriate (e.g. Mapquest, SOK sites, etc.).

z. Chair/director should be able to access/view information that their administrative assistant can access/view.

aa. System maintains adequate segregation of duties and proper approvals.

bb. Ability to export data into data analysis software (e.g. ACL or IDEA).

cc. Ability to interface with Intuit Card Reader and Intuit Go Payment software (Athletic Department auctions).

dd. Ability to register for events and training.