

BEST PRACTICES, AFTSS

Title: Managing Employee Leave via a centralized Web Application # 62

Source: North Carolina State University **Co Area:** Human Resources

Addl Info: http://www.sacubo.org/sacubo_resources/best_practices/2004.html

Abstract: NC State University realized the need for an enterprise wide web based leave system for tracking employee leave approximately three years ago and began the process of creating a solution. This proposal will discuss the development life cycle of the Web Leave System and the process that was followed to ensure an application that met the needs of the Campus, incorporated a comprehensive set of business rules, and provided maximum accessibility and usability. This application is a centralized application that is available 24 hrs, 7 days a week (with the exception of scheduled maintenance), is platform independent, and is automated to the extent possible. It processes based on State of North Carolina leave policy guidelines, and allows for ad hoc reporting by NC State Human Resources division. The methods campus departments had used to track leave were diverse, error ridden, mostly manual, and time consuming. There were limited reporting capabilities because the only capability was for manual reporting of total leave balances and information was limited to annual, sick and compensatory leave.

The Web Leave System has provided a solution to all these issues and more. Use of the application was not mandated. It was initially written for use by one division within the University. It became so popular within the units that were using it, that other campus departments began to request permission to use it after hearing about the application via word of mouth. It is now being used by 100% of the departments at NC State. Campus leave administrators no longer need to pull information together from several sources to create required reports at the end of the fiscal year. This has brought about a significant cost savings to the departments by freeing up employee's time, both within the departments and in Human Resources and has greatly enhanced the accuracy of individual leave and reports.

Title: AFTSS Efficiencies (2005) # 783

Source: Florida Atlantic University **Co Area:**

Addl Info: [Contact Bob Pope, Director, pope@fau.edu, 561 297-3946](mailto:pope@fau.edu)

Abstract:

1. We have installed Touchnet Marketplace to allow departments to accept credit card payments on line. Prior to this they may have accepted credit cards on their web site, but then their staff had to manually process the transactions. Marketplace automates the processing.
2. When we went live with Banner Finance we also implemented EPrint which allows departments to view reports online rather than depending on a hard copy. This has resulted in the information being available either the same day or the next day. Prior to this they had to wait for the reports to be printed and distributed – which could take days.
3. We have also used the web to make information available for end users such as documentation, consultant reports, etc. This has reduced the amount spent on making hard copies of the same documents.
4. We have trained and given access to departmental users of Banner, resulting in fewer calls and contacts to departmental staff within the division.