Why?

- University wide change
- Audit concerns
  - Approval documentation for Job Data
  - Reduce number of PeopleSoft users
What is HRA?

- Facilitates communication
- Allows you to track your requests
- Captures electronic signature
- Eliminates the need to scan to ASC Docs
- Web-based access
- Intuitive and user-friendly
- Builds in single approval for Chair/Directors for mass changes
What this tool is not...

• Any more or less efficient than current practice
• Not integrated with PeopleSoft
• Does not replace the communication that currently takes place in your department before starting a transaction
Supervisor or Initiator submits request in HRA

Approver(s) can:
- Review/approve
- Request more information
- Add another approval level, if needed
- Send notification

Approved request sent to BSC for entry into PeopleSoft
Benefits

• Ease of use
• Transparency
• Automatic records retention
• University-wide
• Custom application
• Consistency
• Good data in: good reports out
<table>
<thead>
<tr>
<th>Person Actions:</th>
<th>Position Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>Fill Existing Position</td>
</tr>
<tr>
<td>Terminate</td>
<td>Create New Position</td>
</tr>
<tr>
<td>Pay Additional Compensation</td>
<td></td>
</tr>
<tr>
<td>Change Rate of Pay</td>
<td></td>
</tr>
<tr>
<td>Change Funding Source</td>
<td></td>
</tr>
<tr>
<td>Change Number of Hours Worked Per Week</td>
<td></td>
</tr>
<tr>
<td>Update Job Duties/Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Change Other Employee Data</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anything Else:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
What’s in it for me?

• Transparency
• Ability to track requests
• Electronic approval
• Contingency planning - work lists for BSC
• Records retention
• Access anywhere
• Build a center of expertise
• Part of phase 3 – grad hiring/orientations, visas, etc.
What’s in it for the university?

• Less risk
• Meet audit expectations for approval of job data transactions and access security
• Better data management
• Simplicity – train fewer people
• Consistency and application of best practices