

## Process Review Action Team Cover Sheet

Current Status	Recommendations	Person Responsible Project Completion
1. Human Resource Management System (HRMS)	<ul style="list-style-type: none"> <li>• Improve effectiveness of system generated e-doc notes.</li> <li>• Continue open communication to address HRMS system and process issues.</li> </ul>	June, 2007 Carol McGarry, APPD David Bouton, HRA
2. System Access	<ul style="list-style-type: none"> <li>• For new hires, obtain quicker access to the IU systems.</li> </ul>	December, 2007 Merri Beth Lavagnino, UITS
3. Human Resource Transactions	<ul style="list-style-type: none"> <li>• Improve consistency and use of performance reviews within campus units.</li> <li>• Review and post helpful tips and checklists for:               <ol style="list-style-type: none"> <li>1) New hires</li> <li>2) Current employees</li> </ol> </li> </ul>	March, 2008 Ellen Poffenberger, HRA Dan Griffith, HRA David Bouton, HRA
4. Time Information Management Environment (TIME)	<ul style="list-style-type: none"> <li>• Ensure ample education and training in the new TIME system.</li> </ul>	Ongoing through full campus implementation (2008) Juletta Toliver, Financial Services
5. Faculty Appointment Monitor (FAM)	<ul style="list-style-type: none"> <li>• Achieve fuller integration between FAM and APPD:               <ul style="list-style-type: none"> <li>- electronic delivery and approval of MOU's on faculty recruitment</li> <li>- house common forms needed for faculty appointment</li> </ul> </li> </ul>	December, 2007 Rick Morgan, AAO Carol McGarry, APPD

Document 1 – Cover sheet  
 Document 2 – Cover memo  
 Document 3 – Assessment of critical needs  
 Document 4 – Summary of actions

Team Members:  
 Submitted by  
 David Bouton, HRA  
 Poffenberger

Ellen

Mary Stanley, Library  
Assistant Vice Chancellor  
Juletta Toliver, Financial Services  
Human Resources  
Mark Volpatti, OPS  
13, 2007

for  
June

## **MEMORANDUM**

To: Uday Sukhatme, Executive Vice Chancellor  
and Dean of Faculties

From: Ellen Poffenberger  
Assistant Vice Chancellor for Human Resources

Date: July 2, 2008

Subject: Process Review Action Team

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Our focus on process review included an assessment of critical needs derived from reflection of the action team committee members as well as input from several hundred colleagues from the campus community. A list of those contacts is attached. The action team concentrated on service and support activities that originate in campus administrative offices and impact campus units. The goal was to streamline as many activities as possible, to better serve our academic and other administrative units. Many processes were considered, and the attached process review planning document reflects summary information for the topic areas of Human Resource Management System (HRMS), University System Access, HR transactions, Time Information Management Environment (TIME), and the Faculty Appointment Monitor (FAM). Of all the recommendations we received, these categories capture the areas of highest interest and highest impact.

It is heartening to mention that much progress has already taken place since the initial meetings of the process review action team in the fall of 2006. This reflects the nature of our campus, which values continuous improvement and streamlined processes, all underscored by a willingness to collaborate across functions.

This succinct summary is intended to provide an overview of the campuswide administrative processes which were noted as ripe for review and streamlining. With progress in these areas, more attention can be focused on our core academic mission.

On behalf of our process review committee members, including David Bouton, Mary Stanley, Juletta Toliver and Mark Volpatti, I thank you for the

opportunity to participate in this action team. Let me know if any additional information is needed.

## **Process Review Action Team**

### **Assessment of Critical Needs**

Information was gathered from a number of sources:

- IUPUI HR Liaisons (85)
- Human Resources Administration Advisory Committee (15)
- Administration and Finance Cabinet (8)
- Central Office Process Review Team (5)
- IUPUI Fiscal Officers (15)
- Payroll Processors (125)
- E-doc Processors (400)
- ADFI Management Group (60)
- Office of Professional Development (70)

Suggestions for process review arose in a number of areas, and they are clustered here in categories of service/support:

#### 1) HRMS

- Improve effectiveness of system generated e-doc notes
- Re-establish campus focus group to address HRMS system and process issues

#### 2) System Access

- Quicker access to the IU systems for new hires

#### 3) Human Resources Transactions

- Improve consistency and use of performance reviews within campus units
- Review and post helpful tips and checklists, including:
  - background check requirements
  - training needs for new-hires
  - training needs for new HR Liaisons
- FAQ's
  - Web-based
  - frequently used documents
  - campus contacts

#### 4) TIME (Time Information Management Environment)

- Ensure ample training and education for TIME users

#### 5) Faculty Appointment Monitor (FAM)

- Achieve fuller integration with FAM and APPD
  - include the electronic delivery and approval of MOU's on faculty recruitment
  - house common forms needed for faculty appointment

Academic Plan Action Item  
Process Review Planning Document

Topic Area	Action Steps	Person Responsible	Project Completion
Human Resource Management System (HRMS)	Improve effectiveness of system generated e-doc notes.	Carol McGarry, APPD David Bouton, HRA	June, 2007
Human Resource Management System (HRMS)	Continue open communication to address HRMS system and process issues.	Carol McGarry, APPD David Bouton, HRA	ongoing
System Access	For new hires, obtain quicker access to the IU systems.	Merri Beth Lavagnino, UITS	December, 2007 (note: project already under way)
Human Resource Transactions	Improve consistency and use of performance reviews within campus units.	Ellen Poffenberger, HRA Dan Griffith, HRA	March, 2008
Human Resource Transactions	Review and post helpful tips and checklists for: 1) New hires - background check requirements - training needs - I-9 maintenance and work status reviews - hiring manager's guide 2) Current employees - HR liaison role - FAQ's - campus contacts	David Bouton, HRA	April, 2007
Time Information Management Environment (TIME)	Ensure ample education and training in the new TIME system.	Juletta Toliver, Financial Services	Ongoing through full campus implementation (2008)
Faculty Appointment Monitor (FAM)	Achieve fuller integration between FAM and APPD: - electronic delivery and approval of MOU's on faculty recruitment - house common forms needed for faculty appointment	Rick Morgan, AAO Carol McGarry, APPD Amy Jean Sayre, School of Medicine	December, 2007

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