ARS-PHR MERGE PROJECT

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Today’s Overview

1. ARS-PHR Merge Project Goals
2. ARS Functionality Proposed for Merge into PHR
3. 2011 Changes
ARS-PHR
Merge
Project Goals
Project Goals

• Build needed ARS functionality in PHR

• Build business rules to replace manual review by Provost’s Office

• Implement appropriate final approval levels

• Decommission ARS
ARS Functionality Proposed for Merge into PHR
ARS Functionality Proposed for Merge into PHR – General

• Enhanced faculty functionality
• Multi-level workflow/routing for specified faculty transactions
• Less workflow/routing for exempt transactions
• Utility to handle bulk changes to appointments in lieu of building appointments manually
ARS Functionality Proposed for Merge into PHR – Employee & Degree Info

- Export Controls
- Current State Agency Employment
- Faculty inclusion in UG Catalog
- Business rules to ensure completion of degree information
- Automatic calculation of highest degree
ARS Functionality Proposed for Merge into PHR - Visa

• Exploring software for handling visa case management and SEVIS reporting

• Business rules for H1 extensions, appointment/visa expiration dates, termination date changes, H1 salary compatibility, and visa change notification.
ARS Functionality Proposed for Merge into PHR – Faculty/Leave

- Track tenure review delay
- Tenure home change date
- Librarians permanent status information
- View sabbatical leave history
- Partial LWOP
ARS Functionality Proposed for Merge into PHR – Appointments

• Duties checkboxes, course information, faculty appointment dates, attestation fields for approved contracts

• On-line screens for viewing:
  – Employment history
  – Appointment history
  – Appointment transaction history
ARS Functionality Proposed for Merge into PHR - Salary

- Warning if salary not within salary range or salary justification needed
- Rules to prevent mismatched salaries from visa module; rules to send email notifications
- Utilize FTE salary to detect mid-year salary changes, and calculate and store percent change
- Mechanism to enable Provost’s Office/UHR to enter approved salary exceptions.
- Salary calculator tool
ARS Functionality Proposed for Merge into PHR – Joint Appointments

• Appt FTE = FTE paid, not time & effort
• Each unit builds and routes their own appointment
• Business rules to utilize position management, FTE salary, and total FTE across joints to ensure unit appts do not exceed total FTE and to detect FTE salary change
• On-line screen to view joint appt info by all units involved in joint appt
ARS Functionality Proposed for Merge into PHR - Workflow

- Increase levels of workflow/routing in PHR
- Reduce final approval level for many appt actions
  - Provost’s Office is final approver for initial, re-employment, and overload appts
  - College Office is final approver for most appts actions
- VPR is final approver for IPA transactions
- OES is final approver for Summer School/Winter Term appts
- If appointee on a visa, OIS will be final approver
ARS Functionality Proposed for Merge into PHR – Special Payments

• Overloads
  – New fields to store overload description and supervisor info
  – Graduate Asst overloads route to Graduate School for final approval

• Non-standard payments
  – Final approval at the College level
ARS Functionality Proposed for Merge into PHR – Special Payments

• IPA
  – New IPA section on Faculty Screen
  – New IPA salary addition type

• Summer Pay/Summer Research/Summer School
  – Based on type, rules to pre-populate existing salary and prevent exceeding max payment allowed
ARS Functionality Proposed for Merge into PHR – Timeline

• Completed
  – Focus Group meetings and findings
  – Findings analysis
  – Proposed functionality

• Next steps
  – Writing functional/technical specs and performing OIT analysis
  – Software development
2011
Changes
2011 Summer School Appointments via Extended Studies

• If appointee not on a visa or overload
  – No records created in ARS.
  – If initial appointment, department completes PHR employee demographic and degree screens.
  – OES creates and is final approver for summer school appointment.
2011 Summer School Appointments via Extended Studies

• If appointee is on a visa or overload:

  – Department completes ARS screens and appointment routes through normal path.
  – If initial appointment, department completes PHR employee demographic screen.
  – OES builds PHR appointment after ARS approval.
FY12 ARS Reappointments

• College is final approver in ARS for FY12 reappointments in the following employment categories:
  – 03 Lecturer, Non-Tenured Term Contract
  – 15 Non-Tenured Term, Continuing
  – 37 Non-tenured term contract

• If appointee is on a visa, OIS is final approver after college approval.
Other Information
Resources

• ARS-PHR Project web site

• This presentation:
  http://www.provost.umd.edu/pers-bud/ARS/ARS-PHR_Merge/ARS_identified_functionality_summary.html
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QUESTIONS?