

Statement of Work – Workflow and Time Reporter Data Automation

The District seeks to leverage the Workflow worklist functionality to improve communication between HR and Payroll with respect to specific job actions determined in the design. This will prevent items from “falling through the cracks”. The District seeks to simplify the HR hire process by automating the activation of employees in Time and Labor. The District seeks to eliminate incorrect pay caused by Employees associated to an incorrect workgroup. The District seeks to improve payroll technician effectiveness to produce pay and easily follow procedures when errors occur through improved functional payroll documentation. District seeks to deploy related solutions to achieve these objectives by July 30. To support these objectives contractor will:

- Design PeopleSoft workflow worklist functionality to communicate specific job actions to Payroll.
- Develop and document workflow worklist functionality to communicate specific job actions to Payroll.
- Test workflow worklist functionality to communicate specific job actions to Payroll.
- Train payroll users on workflow worklist functionality to communicate specific job actions to Payroll.
- Support workflow worklist functionality to communicate specific job actions to Payroll for one week.
- Design Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM.*
- Develop Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM.
- Test Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM
- Train HR technicians to use Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM.
- Move Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM to Production.
- Provide support Time Reporter Data automation modification to update data on TL_EMPL_DATA based on data entered during JOB actions in HCM for one week.
- Develop user-based payroll documentation for the following processes**:
 - Create paysheets
 - Load time and Labor
 - Load paysheet transactions
 - Calculate Pay
 - Off-cycle pays
 - Confirm Pay
 - Trouble shooting guide

*Note: Contractor may determine that the business rules for time reporter data update may prevent a program from meeting the business needs of the District. This workstream will end if this is determined. Contractor will be paid for any hours expended on Design for this task.

**Note: The trouble-shooting will be a “living document” that must be updated as new errors are encountered. There is no guarantee that this item contains all errors possible while using PeopleSoft Payroll module.