

2016 Best Practices Proposal Form



CACUBO
Central Association of College
& University Business Officers

Completed proposals are to be submitted to bestpractices@cacubo.org or by contacting Donna Rohlfer, Director, CACUBO Best Practices Awards, rohlfedm@miamioh.edu.
The deadline is April 30, 2016.

Best Practices Program Submission:

Title: *Streamlining the Collection of Summer Related Pay for Faculty*

Primary* Contact Information:

The primary contact must be a CACUBO member institution of higher education.

Institution: University of Kansas

Address1: 1246 W. Campus Road

Address2: Carruth-O'Leary Hall

City: Lawrence State/Prov: Kansas Zip Code: 66045

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Nick Middle Name/Initial:

Last Name: Stevens Suffix (Jr, III, etc.)

Professional Title: Program Director, Shared Service Centers

Email : nickstevens@ku.edu

Phone: 785-864-4914 Fax:

*Additional team contacts may be listed at the bottom of this form.

Institution Information:

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Year Founded: 1865

Geographical Location: Northeast Kansas

Number of Students: 25,000

Website: www.ku.edu

2016 Best Practices Proposal Form

Statement of the Problem:

Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.

Faculty on our campus are paid over nine months for their academic year appointments. During the summer, they receive administrative pay, engage in research, teach classes, host summer camps, etc. The source of pay can be from many different entities on campus and coordinating the pay was very challenging to ensure pay amounts, FTE rates, etc. were accurate. An inordinate amount of time was spent correcting errors each summer and faculty had trouble predicting how much their bi-weekly paychecks would be throughout the summer until they were actually deposited.

Identify the Solution (250-words maximum):

Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.

The Shared Services organization brought together representatives from Information Technology, Human Resources, and the academic units on campus and created a tool called the Summer Pay Collection (SPC) system utilizing Microsoft SharePoint. The SPC collects all summer pay related information, provides visibility to all funding/personnel related users on campus so they can coordinate summer related pay, and checks for common errors (e.g. funding not available, FTE exceptions, distribution percentage exceptions, etc.). Conflicts are worked out prior to sending information to the central HR Office and the SPC produces confirmation reports for the faculty with their source of funding and an estimated gross pay amount for each bi-weekly paycheck in the summer.

2016 Best Practices Proposal Form

Implementation Timeline:

Provide a bulleted list of the steps and implementation timeline of your best practice solution.

1. 2 weeks: Conceptualize idea
2. 1 week: Initial kick-off meeting with stakeholders to garner support and build system
3. 2 weeks: Create specifications for system functionality and necessary data extracts from HR System
4. 4 weeks: Build and Test Solution
5. 1 week: Develop training materials and schedule
6. 1 week: Train the campus
7. 1 week: Go-Live and provide intense post-implementation production support

Benefits & Retrospect:

Provide a brief statement of the benefits achieved by implementing the best practice solution.

The system has greatly increased the accuracy of summer related payroll on campus, reduced the amount of time it takes to coordinate and key summer related pay, increased visibility to all interested financial and budgetary stakeholders, and also provided a mechanism for faculty to project their pay in the summer (which was not available previously). Feedback from users and faculty is extremely positive. Now that we have a system to pull all this information together, we continually find new ways to improve data accuracy and reduce the stress of coordinating summer related pay for faculty.

Additional Team Contact Information:

Additional Contact #2:

Institution: University of Kansas

Address1: 1246 W. Campus Road

Address2: Carruth-O'Leary Hall

City: Lawrence State/Prov: KS Zip Code: 66045

Institution: Research Comprehensive/Doctorate Small Institutions Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Sean Middle Name/Initial:

Last Name: Steinle Suffix (Jr, III, etc.)

Professional Title: Research Analyst

2016 Best Practices Proposal Form

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