

Detailed Assessment Report for 2005 - 2006 Business Admin Systems

MISSION

The mission of Information Resources Business Systems is to provide quality application system development, maintenance, support and technical assistance within the Division of Business Affairs for Human Resource Management, Finance, and Budget application systems, sustaining the UTD mission in advancing excellent education and research programs for students, faculty and staff.

OUTCOMES/OBJECTIVES

Outcome/Objective 1:

Protect employee data

Full Description:

Protect employee data by implementing SunGard HE Plus enhancement for HR that incorporates use of a campus wide ID (cwid) for an employee that replaces the Social Security Number as the employee ID.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management

Institutional Priorities:

- [COM-2](#): Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status

Related Measures:

- [M. 1](#): Review TX Admin Code for compliance by HR
- [M. 2](#): Information Security audit for HRS, ePrint & CICS
- [M. 3](#): Review reprot problems for access & security issue
- [M. 4](#): Meet with HRM to determine if problem in HRS exist

Related Actions:

- [A. 1](#): cwid enhancement for HR placed into production
- [A. 2](#): Quarterly scheduled audits on-going
- [A. 3](#): On-going meetings

Outcome/Objective 2:

Secure tech trng-SunGard HE Banner products & UNIX

Full Description:

Attend technical training classes to acquire needed skill sets in UNIX, Oracle and SunGard HE Banner products in order to provide quality analysis, design, programming, conversion and technical support for ERP implementation and other initiatives for Division of Business Affairs; HR, Payroll, Finance and Budget.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management

Institutional Priorities:

- [COM-3](#): Sustain Progress toward Tier One Status in terms of programs, research and faculty quality
- [SP-8](#): Reduce Costs

Related Measures:

- [M. 5](#): Introduction to Oracle - Training report
- [M. 6](#): Fundamentals of UNIX -Training report
- [M. 7](#): Adv PL/SQL & Database Objects - Training report
- [M. 8](#): Oracle DBA I - Training report
- [M. 9](#): Tech Training - Banner 7 General and Security
- [M. 10](#): Advanced Oracle DBA - Training report
- [M. 11](#): Intro to C and Pro*C Programming - Training
- [M. 12](#): Oracle Application Servers - Training report
- [M. 13](#): Web Tailor Technical -Training report
- [M. 14](#): Oracle Forms 10G - Training report
- [M. 15](#): Monitor staff utilization of new skill sets

Related Actions:

- [A. 4](#): Training and skill sets being used
- [A. 5](#): Continue monitor staff for skill set utilization

Outcome/Objective 3:

Secure user trng for SunGardHE Banner HR & Finance

Full Description:

Insure that Business Systems IR staff gain functional department knowledge and training of Banner modules for departments that they support so as to understand how Banner works and performs for end-users.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management

Institutional Priorities:

- [COM-3](#): Sustain Progress toward Tier One Status in terms of programs, research and faculty quality
- [SP-8](#): Reduce Costs

Related Measures:

- [M. 16](#): Finance COA; Reporting, Conversion Strategy Trng
- [M. 17](#): HR System Overview Training report
- [M. 18](#): HR empl position control, budget Training
- [M. 19](#): Finance AP and Bank Reconciliation Training report
- [M. 20](#): HR system benefits, Deductions-COBRA Training
- [M. 21](#): Finance Rules, Security and Approvals - Training
- [M. 22](#): Finance Self Service- Training report
- [M. 23](#): Monitor staff perf in support of functional depts

Related Actions:

- [A. 6](#): Bus Sys IR staff gained valuable appl knowledge
- [A. 7](#): Continue monitor staff for functional knowledge

Outcome/Objective 4:

Improve reporting of individual Vac/Sick Leave emp

Full Description:

Produce a monthly email to employees documenting the employee's year-to-date vacation and sick leave: Starting Balance, Accrued, Used and Ending Balance

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management

Institutional Priorities:

- [COM-3](#): Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

Related Measures:

- [M. 24](#): Report to Define requirements
- [M. 25](#): Report in Design and develop process
- [M. 26](#): Report on conducting system / user acceptance test
- [M. 27](#): Report on Automated reptng of ind Vac Sick Leave

Related Actions:

- [A. 8](#): Sign-off of requirements document by HRM
- [A. 9](#): System testing and user acceptance testing

- [A. 10](#): IR staff gained valuable knowledge
- [A. 11](#): Gives employees view of their Vacation/Sick Leave

Outcome/Objective 5:

Implement upgrade-vendor electronic print software

Full Description:

Keep current with SunGard HE electronic print (ePrint) software by implementing version 3.0 upgrade

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [III-1](#): Dynamic Change Management

Institutional Priorities:

- [COM-3](#): Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

Related Measures:

- [M. 28](#): ePrint software upgrade installation report
- [M. 29](#): Test software upgrade
- [M. 30](#): ePrint software upgrade installation report

Related Actions:

- [A. 12](#): Sign-off for IR, user testing, move to production
- [A. 13](#): Monitor production to insure system is stable

MEASURES

Measure 1:

Review TX Admin Code for compliance by HR

Measure Full Description:

Review Texas Administrative Code Section 202 for compliance by the Human Resource Management System.

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Protect employee data

Target Level:

report/finding produce

Findings:

SunGard HE Plus cwid enhancement for HR puts Human Resource Management System in compliance with Texas Administrative Code Section 202

Target Level Achievement: Met

Further Action Planned? Yes

Measure 2:

Information Security audit for HRS, ePrint & CICS

Measure Full Description:

UTD Information Security audit for HRS, ePrint and CICS.

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Protect employee data

Target Level:

Only authorized individuals can access employee data.

Findings:

Audit reveals only authorized individuals has access to employee data

Target Level Achievement: Met

Further Action Planned? Yes

Measure 3:

Review reprtd problems for access & security issue

Measure Full Description:

Review of reported problems for access and security issues.

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Protect employee data

Target Level:

All reported problems are resolved or are scheduled to be addressed.

Findings:

Any reported problems were addressed and resolved

Target Level Achievement: Met

Further Action Planned? Yes

Measure 4:

Meet with HRM to determine if problem in HRS exist

Measure Full Description:

Meet with HRM management to determine if problems in HRS exist that have not been reported.

Related Outcome(s)/Objective(s):

- [Obj. 1:](#) Protect employee data

Target Level:

No problems exist in HRS that has not already been reported.

Findings:

No problems identified that have not already been reported

Target Level Achievement: Met

Further Action Planned? Yes

Measure 5:

Introduction to Oracle - Training report

Measure Full Description:

Introduction to Oracle - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 6:

Fundamentals of UNIX -Training report

Measure Full Description:

Fundamentals of UNIX -Training report

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 7:

Adv PL/SQL & Database Objects - Training report

Measure Full Description:

Advanced PL/SQL and Database Objects - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 8:

Oracle DBA I - Training report

Measure Full Description:

Oracle DBA I - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 9:

Tech Training - Banner 7 General and Security

Measure Full Description:

Tech Training - Banner 7 General and Security -Training report

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 10:

Advanced Oracle DBA - Training report

Measure Full Description:

Advanced Oracle DBA - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 11:

Intro to C and Pro*C Programming - Training

Measure Full Description:

Introduction to C and Pro*C Programming - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 12:

Oracle Application Servers - Training report

Measure Full Description:

Oracle Application Servers - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 13:

Web Tailor Technical -Training report

Measure Full Description:

Web Tailor Technical -Training report

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 14:

Oracle Forms 10G - Training report

Measure Full Description:

Oracle Forms 10G - Training report

Related Outcome(s)/Objective(s):

- [Obj. 2:](#) Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

Completion of training

Findings:

Business Systems IR staff completed scheduled technical training through January 2006

Target Level Achievement: Met

Further Action Planned? Yes

Measure 15:

Monitor staff utilization of new skill sets

Measure Full Description:

Monitor staff utilization of new skill sets in support of ERP and other initiatives

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Target Level:

All Staff able to perform duties using new skill sets in support of ERP and other initiatives

Findings:

Staff demonstrated knowledge of new skill sets by completing ERP assigned tasks, working on project teams to utilize new skill sets in designing process improvement systems

Target Level Achievement: Met

Further Action Planned? Yes

Measure 16:

Finance COA; Reporting, Conversion Strategy Trng

Measure Full Description:

Finance COA; Reporting, Conversion Strategy Training report

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR Finance support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 17:

HR System Overview Training report

Measure Full Description:

HR System Overview Training report

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR HR support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 18:

HR empl position control, budget Training

Measure Full Description:

HR employee position control, budgeting Training report

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR HR support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 19:

Finance AP and Bank Reconciliation Training report

Measure Full Description:

Finance AP and Bank Reconciliation Training report

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR Finance support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 20:

HR system benefits, Deductions-COBRA Training

Measure Full Description:

HR system benefits, Deductions-COBRA Training report

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR HR support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 21:

Finance Rules, Security and Approvals - Training

Measure Full Description:

Finance Rules, Security and Approvals - Training report

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR Finance support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 22:

Finance Self Service- Training report

Measure Full Description:

Finance Self Service- Training report

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Completion of training

Findings:

All Business Systems IR Finance support staff completed training

Target Level Achievement: Met

Further Action Planned? Yes

Measure 23:

Monitor staff perf in support of functional depts

Measure Full Description:

Monitor staff performance in support of functional departments during ERP

Related Outcome(s)/Objective(s):

- [Obj. 3:](#) Secure user trng for SunGardHE Banner HR & Finance

Target Level:

Staff able to assist functional departments in ERP implementation

Findings:

Staff demonstrated knowledge of functional department processes

Target Level Achievement: Met

Further Action Planned? Yes

Measure 24:

Report to Define requirements

Measure Full Description:

Report to Define requirements

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Improve reporting of individual Vac/Sick Leave emp

Target Level:

Requirements defined

Findings:

All requirements identified and verified with HRM

Target Level Achievement: Met

Further Action Planned? Yes

Measure 25:

Report in Design and develop process

Measure Full Description:

Report in Design and develop process

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Improve reporting of individual Vac/Sick Leave emp

Target Level:

Unit testing complete

Findings:

Unit testing defects documented and corrected

Target Level Achievement: Met

Further Action Planned? Yes

Measure 26:

Report on conducting system / user acceptance test

Measure Full Description:

Report on conducting system / user acceptance testing

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Improve reporting of individual Vac/Sick Leave emp

Target Level:

All Issues resolved and HRM signs off

Findings:

Positive feedback received by HR department from employees

Target Level Achievement: Met

Further Action Planned? Yes

Measure 27:

Report on Automated reptng of ind Vac Sick Leave

Measure Full Description:

Report on Automated reporting of individual Vacation/Sick Leave for employees

Related Outcome(s)/Objective(s):

- [Obj. 4:](#) Improve reporting of individual Vac/Sick Leave emp

Target Level:

All Employees receive vacation/sick leave report via email monthly

Findings:

Monthly emails are automatically generated and sent to all employees with Vacation/Sick Leave taken for that month and balances

Target Level Achievement: Met

Further Action Planned? Yes

Measure 28:

ePrint software upgrade installation report

Measure Full Description:

ePrint software upgrade installation report

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Implement upgrade-vendor electronic print software

Target Level:

ePrint operational in test

Findings:

Install into to test was successful

Target Level Achievement: Met

Further Action Planned? Yes

Measure 29:

Test software upgrade

Measure Full Description:

Test software upgrade

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Implement upgrade-vendor electronic print software

Target Level:

No functionality lost and new features work

Findings:

IR and user testing indicated no functionality lost and new features work

Target Level Achievement: Met

Further Action Planned? Yes

Measure 30:

ePrint software upgrade installation report

Measure Full Description:

ePrint software upgrade installation report

Related Outcome(s)/Objective(s):

- [Obj. 5](#): Implement upgrade-vendor electronic print software

Target Level:

Successful install in production and no end-user interruption

Findings:

ePrint software upgrade to version 3.0 implemented into production on schedule

Target Level Achievement: Met

Further Action Planned? Yes

ACTIONS

Action 1:

cwid enhancement for HR placed into production

Full Description

SunGard HE Plus cwid enhancement for HR placed into production

Related Objectives:

- [Obj. 1](#): Protect employee data

Related Measures:

- [M. 1](#): Review TX Admin Code for compliance by HR

Person/group responsible for the action HRM Department

Target date to implement the action Summer 2006

Priority High

Action 2:

Quarterly scheduled audits on-going

Full Description

Quarterly scheduled audits on-going between IR Business Systems and HRM, Finance and Budgets departments

Related Objectives:

- [Obj. 1](#): Protect employee data

Related Measures:

- [M. 2](#): Information Security audit for HRS, ePrint & CICS

Person/group responsible for the action Business Systems Manager

Target date to implement the action March 2007

Priority Med

Action 3:

On-going meetings

Full Description

On-going meetings where problems are identified, prioritized and put on schedule for resolution during HRM and Business Systems bi-weekly meetings and Between Business Systems and Finance monthly meetings.

Related Objectives:

- [Obj. 1](#): Protect employee data

Related Measures:

- [M. 3](#): Review reprtd problems for access & security issue
- [M. 4](#): Meet with HRM to determine if problem in HRS exist

Person/group responsible for the action Business Systems Manager

Target date to implement the action Regularly scheduled meetings

Priority Med

Action 4:

Training and skill sets being used

Full Description

Training and skill sets being used to develop new applications and for future ERP project. Several process improvements projects have been identified and initiated for HRM and Finance that will use technical skill sets achieved during Project Quest.

Related Objectives:

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Related Measures:

- [M. 5](#): Introduction to Oracle - Training report
- [M. 6](#): Fundamentals of UNIX -Training report
- [M. 7](#): Adv PL/SQL & Database Objects - Training report
- [M. 8](#): Oracle DBA I - Training report
- [M. 9](#): Tech Training - Banner 7 General and Security
- [M. 10](#): Advanced Oracle DBA - Training report
- [M. 11](#): Intro to C and Pro*C Programming - Training
- [M. 12](#): Oracle Application Servers - Training report
- [M. 13](#): Web Tailor Technical -Training report
- [M. 14](#): Oracle Forms 10G - Training report

Person/group responsible for the action Business Systems Team

Target date to implement the action End of 2007

Priority Med

Additional resources

Need 1 additional staff with Oracle/Web development skills to assist other team members in design and development of planned projects.

Action 5:

Continue monitor staff for skill set utilization

Full Description

Continually monitoring staff for skill set utilization and for any refresher training that might be required

Related Objectives:

- [Obj. 2](#): Secure tech trng-SunGard HE Banner products & UNIX

Related Measures:

- [M. 15](#): Monitor staff utilization of new skill sets

Person/group responsible for the action Business Systems Manager

Target date to implement the action FY 2007

Priority Med

Action 6:

Bus Sys IR staff gained valuable appl knowledge

Full Description

Business Systems IR staff gained valuable application systems functional knowledge that will benefit future ERP, legacy system enhancements and process improvement endeavors – automation of monthly account reconciliation process. IT personnel that support application systems, not only need to understand the system technically, but also need to understand an application functionally.

Related Objectives:

- [Obj. 3](#): Secure user trng for SunGardHE Banner HR & Finance

Related Measures:

- [M. 16](#): Finance COA; Reporting, Conversion Strategy Trng
- [M. 17](#): HR System Overview Training report
- [M. 18](#): HR empl position control, budget Training
- [M. 19](#): Finance AP and Bank Reconciliation Training report
- [M. 20](#): HR system benefits, Deductions-COBRA Training
- [M. 21](#): Finance Rules, Security and Approvals - Training
- [M. 22](#): Finance Self Service- Training report

Person/group responsible for the action	Business Systems Team
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Target date to implement the action	FY 2007
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Priority	Med
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Action 7:

Continue monitor staff for functional knowledge

Full Description

Continually monitoring staff for functional department knowledge in resolving issues and designing new systems

Related Objectives:

- [Obj. 3](#): Secure user trng for SunGardHE Banner HR & Finance

Related Measures:

- [M. 23](#): Monitor staff perf in support of functional depts

Person/group responsible for the action	Business Systems Manager
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Target date to implement the action FY 2007

Priority Med

Action 8:

Sign-off of requirements document by HRM

Full Description

Requirements document is an agreement between HRM and IR Business Systems and needs to be signed before the project begins.

Related Objectives:

- [Obj. 4](#): Improve reporting of individual Vac/Sick Leave emp

Related Measures:

- [M. 24](#): Report to Define requirements

Person/group responsible for the action Business Systems Team & HRM

Target date to implement the action FY 2007

Priority Med

Action 9:

System testing and user acceptance testing

Full Description

System delivered for system testing and to HRM for user acceptance testing with fewer defects.

Related Objectives:

- [Obj. 4](#): Improve reporting of individual Vac/Sick Leave emp

Related Measures:

- [M. 25](#): Report in Design and develop process

Person/group responsible for the action Business Systems Team & HRM

Target date to implement the action FY 2007

Priority Med

Action 10:

IR staff gained valuable knowledge

Full Description

IR staff gained valuable knowledge in email construct and generation techniques

Related Objectives:

- [Obj. 4](#): Improve reporting of individual Vac/Sick Leave emp

Related Measures:

- [M. 26](#): Report on conducting system / user acceptance test

Person/group responsible for the action Business Systems Team

Target date to implement the action FY 2007

Priority Med

Action 11:

Gives employees view of their Vacation/Sick Leave

Full Description

Gives employees view of their Vacation/Sick Leave status on a scheduled process. Continue to insure that monthly emails go to active employees

Related Objectives:

- [Obj. 4](#): Improve reporting of individual Vac/Sick Leave emp

Related Measures:

- [M. 27](#): Report on Automated reptng of ind Vac Sick Leave

Person/group responsible for the action Business Systems Team & HRM

Target date to implement the action FY 2007

Priority Low

Action 12:

Sign-off for IR, user testing, move to production

Full Description

Sign-off for IR and user testing. This was an enhancement provided by the ePrint software vendor for FY 2006 that added new features and functionality.

Related Objectives:

- [Obj. 5](#): Implement upgrade-vendor electronic print software

Related Measures:

- [M. 28](#): ePrint software upgrade installation report
- [M. 29](#): Test software upgrade

Person/group responsible for the action	Business Systems Team
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Target date to implement the action	2nd quarter 2006
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Priority	Low
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Action 13:

Monitor production to insure system is stable

Full Description

Monitor production to insure upgrade to ePrint system is stable and system is fully operational.

Related Objectives:

- [Obj. 5](#): Implement upgrade-vendor electronic print software

Related Measures:

- [M. 30](#): ePrint software upgrade installation report

Person/group responsible for the action	Business Systems Team
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Target date to implement the action	FY 2007
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Priority	Low
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ANALYSIS

Strength

Business Systems IR team demonstrated ability to gain valuable new IT skill sets related to UNIX and Oracle computing environments and web-enabled applications that will serve the team well in future ERP projects within Business Affairs that will support the UTD mission in advancing excellent education and research programs for students, faculty and staff.

Attention Needed

With the pause in the Business Affairs ERP project, the Business Systems IR team will need to obtain refresher training and will need to undertake smaller process improvement projects that will utilize these newly acquired skill sets.

ANNUAL REPORT

Executive Summary

The Business Systems IR group participated in the University ERP project by assisting with planning, setting up technical training for IR staff and participating in all scheduled training conducted by the vendor in support of the HRM, Finance and Budget ERP products. In addition to the ERP efforts, the staff continued with support and maintenance of the legacy systems for Business Affairs along with instituting some departmental process improvements projects.

Contributions to the Institution

Provided the necessary support and maintenance to Business Affairs legacy systems for HRM, Finance and Budget for the University to carry on its day-to-day operational functions, meet its State and Federal statutory obligations in support of the University's students, faculty and staff. Provided additional level of security for students, faculty and staff to allow for added protection of confidential data and records.

Highlights

1. Developed and implemented individual Vacation/Sick Leave reporting via email
2. Developed new automated, interactive subsystem for tracking Cell Phone subsidies
3. Implemented Retirement Manager, a web-based ORP tracking system offered by UT System
4. Developed automated tracking of TRS during the 90-Day New Hire period
5. Replaced manual data entry of job parameters for scheduled jobs with automated job parameters
6. Implemented PC based AP Check Inquiry application to be used by AP, Budget, and Controller for process improvement
7. Implemented functions and jobs to automate transaction processing for StaplesLink
8. ePrint software version upgrade
9. Automated account descriptions synchronization between BIS and FRS
10. Applied 37 vendor software upgrades

11. Completed 187 User Work Requests
12. Staff attended 300+ hours of Banner training, including UNIX and C/Pro*C, for Project QUEST ERP

Teaching Activities

Business Systems IR staff attended 300+ hours of functional application and technical training in the following areas: - Human Resources and Payroll functional training - Finance functional training - Budget functional training - Oracle technical training - UNIX technical training - C/Pro*C Programming training

Research and Scholarly Activities

Nothing to report.

Public/Community Service

In order to support the University's mission statement to transform ideas into actions that directly benefit the personal, economic, social, and cultural lives of the citizens of Texas, the Information Resources Business Systems groups supports the community by:

1. volunteering to coach youth baseball and basketball
2. volunteering for the [Special Olympics in the eye clinic](#)
3. volunteering for the [Brent Woodall Foundation for Exceptional Children - Walkabout for Autism](#)
4. volunteering at the Plano TX Senior High School
5. charity volunteering at the Dallas Chinese Lions Club
5. charity participation in the Dallas Resource Center

International Activities

Nothing to report.

Challenges

Maintain current level of support and maintenance for Business Affairs legacy systems along with development of new systems directed toward process improvement with existing staffing levels. Retain and build on IT skill sets learned during Project Quest ERP for use with new ERP effort initiated by University.