

WORKING
TOGETHER

COLLEGES
DISTRICT

LABOR
MANAGEMENT

SYSTEMS USERS
INFO TECH



PROJECT MAESTRO

MODERNIZING ALL EMPLOYEE SYSTEMS TO REVITALIZE OPERATIONS

THE CHANGES

APRIL 8, 2005

Project MAESTRO is changing the way we work. Here's what to expect.

	NEW	OLD	BENEFIT
1.	Monthly / semi-monthly paydays	4 week / 2 week paydays	<ul style="list-style-type: none"> • Much simpler bookkeeping by month • Many fewer payroll runs • Less work involved
2.	Salary per month	Hourly pay	Reduction in time reporting work
3.	Negative time reporting / days	Positive time reporting	Reduction in time reporting work
4.	Absence quotas	Time codes	Less complexity results in less errors
5.	12 month / 10 month employees	Basis	"D" Basis "unpaid" hassles disappear
6.	Electronic reports / communication	Paper reports / forms	<ul style="list-style-type: none"> • Reduction of late pay due to lost paper • Reduction in HR work moving paper
7.	Direct Deposit salary payments	Paper checks (warrants)	Reduction in cost of moving paper
8.	System access based on Position	System access individually set-up	Reduction in work and time doing authorizations
9.	Standard web (portal) single sign-on	Multiple system sign-ons	Reduction in IT work resetting passwords
10.	Business warehouse reports	Multiple reporting systems	Reduction in paper & people distribution cost
11.	Position-based human resources	Assignment-based personnel system	Reduction of late / error pay due to miscoding
12.	Employee self-service changes	Transactions with paper forms / data entry	Reduction in work doing forms
13.	Employee Self-Service Reports	Search for person to access data	Reduction in time used to answer questions about the data
14.	Manager Self-Service Actions	Transactions with paper forms / approvals	Reduction in manager time following paper
15.	Manager Self Service Reports	Search for printouts or reports	Reduction in manager time developing reports
16.	Limited approvals, new audit reports	Many approval actions (used for reports)	Reduction in late pay
17.	Work schedules	Hours per pay periods	Simplification of time reporting
18.	Electronic approvals	Signatures	Reduction in late pay
19.	Electronic routing of documents	Paper mail	Reduction in late pay and lost documents
20.	Single service credit count	Multiple service counting systems	More accurate pay
21.	Employee group / sub-group	Status	Simpler system results in more accurate processing
22.	Organizational management	No organizational database	Better understanding of organization and employee directory
23.	Adjunct faculty pay extra project	Adjunct Faculty Pay in Schedule of Classes	<ul style="list-style-type: none"> • Reduction in late and error pay • Reduction in assignment work
24.	Absolute level pay possible	No level pay evolving to partial level pay	Level Pay instead of fluctuating paychecks
25.	Choice of 12 month pay	Partial year work paid only at time worked	Level Pay instead of fluctuating paychecks
26.	Duty time and pay salary separated	Pay done by day by hour worked	Level Pay, fiscal year issue
27.	All actions stamped by person and time	Difficult to track who did what when	Better accountability
28.	Benefits database part of system	Benefits database contracted out	Save \$200,000
29.	Benefits enrollment part of hiring	Benefits enrollment separate process	<ul style="list-style-type: none"> • Reduction in time to enroll • More timely benefits
30.	One payment per cycle	Multiple checks if holding multiple jobs	Level pay instead of fluctuating paychecks.