Date: January 30, 2006

Project Name: Electronic Timesheets

Deployment Champion: Dr. Vicky Stewart

Project Sponsor: Bruce Budde

Process Owner: Melanie Riley

Black Belt: Brad Finley

Opportunity (Purpose or Primary Reason for Project): ICC currently has a manual system for reporting hourly time worked and sick/vacation used. The system varies from department to department. Data entry is duplicated in the departments and by the Payroll department, thus increasing the opportunity for error, increased costs, and dissatisfied employees. This project presents the opportunity to measure and analyze productivity by departments and individuals in order to make data supported management decisions.

Business Case (Budget Information): Departments spend a significant amount of time processing, reporting, and filing payroll documentation.

This process impacts over 800 employees, including union, classified, and professional staff. The payroll time reporting process also impacts over 250 student workers who report hourly time.

Moving to an electronic time reporting and approval system would improve employee satisfaction by decreasing payroll errors and reducing the cycle time to produce payroll.

This project parallels the “Performance Gaps.” strategic area for improvement. It aligns with the critical success factors of “Exceptional Employees” and “Sensational Service”, and it links to the burning platform in “Spiraling Costs” and “Higher Expectations.”

Goal (Expected Outcomes, Deliverables, and/or Results): • Replace the paper based hourly time reporting and approval system with an electronic system which links directly to the PeopleSoft payroll system.

• Reduce errors, duplication of work, and approval time of the payroll process. These improvements should result in reduced cycle time for the process and increase the accuracy, thus, improving the employee satisfaction with the process.

• Eliminate the need for departments to complete and store paper time reports.

• Standardize, document, and provide training so that everyone involved is aware of the new process and legal guidelines.
**6 Sigma Project Charter**

**Scope (Constraints, Boundaries, and/or Key Risks):** The project would include all areas where employees submit hourly timesheets or hourly information to initiate the pay cycle. Shift differential, multiple pays, multiple approvers, and lead pay situations will be included in the process. Faculty and salary employee pay systems would not be considered. The opportunity to include an absent reporting method which can be used by salaried and/or faculty is in scope. Constraints: Constraints to the project include two different systems in HR and Payroll, IT systems programming time; training of Approvers in the payroll process as specified during the improve phase of the project. Replication: The potential exists for replication in regards to electronic authorization. HR could use the improvement because not being authorized is a “red flag” for HR.

**Timeline (Define, Measure, Analyze, Improve, and Control):**

Define: 04/30/05
Measure: 09/06/05
Analyze: 10/06/05
Improve: 02/24/06

**Primary Measures:**

**Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):**