Enterprise Structure

Human Resources

Ross Building
Room 136
3 – 5 p.m.
September 12, 2005
Welcome!

- Introductions of Group
  - Name
  - Department
Workshop Logistics

- Tent Cards
- Rest Rooms
- Break
- Parking Lot
Workshop Agenda

- Discuss workshop objectives
- Overview of series
- Review the proposed future process
- Break
- Capture issues in the “parking lot”
- Discuss next steps
- Adjourn
Why Are We Here?

Our objective today is to...

- **Discover**
  - SAP terminology, definitions, and capabilities
  - Specific opportunities for business transformation
  - Best practices in the context of the SAP implementation
  - Documented future process and any system gaps

- **Validate**
  - “To-Be” business processes
  - Required policy changes
  - Process acceptance by core process owners, advisory committees and University leadership

- **Facilitate Communication and Change Management**
  - The future state of Purdue University
  - How people, processes and technology will integrate in the future
What Have We Done to Prepare?

To prepare for this workshop, we have...

- Researched Best Practices
  - SAP software is the best practice source
  - As stated in the OnePurdue Guiding Principles, the SAP software WILL NOT be modified

- Developed Proposed Business Processes
  - The “To-Be” business processes were developed utilizing the best practices found in the SAP software

- Reviewed and Refined the Proposed Processes with Knowledgeable Staff in Key Operational Positions
  - Presented the proposed processes
  - Gathered feedback, learned of gaps, and implemented changes as necessary
What is Your Role?

Today, we need you to...

- Review and validate the proposed process
- Identify gaps in the proposed process
- Identify organizational challenges
- Help us facilitate change management
What will come from this Meeting?

The output from this meeting includes...

- A Business Process Review report
- “To-Be” process flowcharts
- Gap analysis report
- Functional specifications report
Workshop Ground Rules

- Respect Time
- Respect Process
  - Stick to agenda topics
  - One subject discussed at a time
- Respect One Another
  - One conversation at a time
  - Cell phones and Blackberrys turned off
  - Listen
- Stretch
- Keep the end in sight
- Work to gain consensus on terminology
- Silence means agreement
- Issues will be parked and resolved outside the meeting
  - Beat It To Death
BPR Guiding Principles

1. “OnePurdue Guiding Principles” will apply

2. **Scope:** Critical business processes for HR, Finance and Campus Management

3. Primary best-practice source = SAP and third-party bolt-on solutions (return-on-investment opportunity)

4. SMEs will be empowered by process owners to make key decisions regarding processes

5. **Enterprise processes will adhere to software best-practices – flexibility in implementation**

6. Disposition for exceptions to best practices:
   a. Termination of process
   b. Work-Around: “user exit” without code modification
   c. Off-the-shelf bolt-on
   d. Offline operation

7. Process owners and key stakeholders “buy-in” validation required

8. All best practices (5) and exceptions (6) must be integrated into the OnePurdue system

9. **Successful BPR also requires:**
   a. Executive commitment
   b. Effective change agents to drive best practices and overcome resistance
   c. Appropriate organization structure
   d. Institutional willingness to consider radical change
Let’s Get Started!

Our topic today is...

• *Enterprise Structure*
Overview: SAP Enterprise Structure
A personnel area is a specific entity for Personnel Administration. It represents a subdivision of the company code.
Personnel Area – DRAFT

- Calumet
- Fort Wayne
- North Central
- West Lafayette
- IUPUI
Personnel subareas are subdivisions of personnel areas. The organization of the most important subareas of Personnel Administration, namely the pay scale and wage type structures and work schedule planning, are controlled at this level. Four-character alphanumeric codes uniquely identify the personnel subarea.
Personnel Subarea - DRAFT

- Regular FT
- Regular PT
- Non Regular FT
- Non Regular PT
- Non Pay
The employee group is used to classify employees in general terms. It defines the position of a person within the company's workforce.
Employee Group - DRAFT

- Administrative
- Paraprofessional
- Clerical
- Fire
- EVPR
- Faculty
- Graduate Student
- Professional
- Professional Assistant
- Police

- Police administration
- Fire administration
- Management
- Police
- Service
- Non-Purdue Student
- Undergraduate Student
- Fellowship
- Non-Pay
Employee groups are divided into employee subgroups. Employees in the active workforce are distinguished according to their status - trainee, hourly-paid employee, salaried employee, etc.
Employee Subgroup - DRAFT

- 10 Month Exempt
- 12 Month Exempt
- Nonexempt
- 9 Month Nonexempt
- Fellowship
- Adjunct Faculty
- Faculty w/Admin Support
- Survivor
- Retiree
- Purdue Affiliate
- Associate
- Board of Trustees
- Ag County Extension Support Staff
- ECFVG
- Emeritus Retiree
- House Directors
- University Religious Leader
- Consultant or Contractor
- Visiting Student
Enterprise Structure

- PA/PSA/EG/ESG will be stored at the position and defaulted to the personnel assignment.
- Every assignment must have one and only one of these fields.
- Every PSA is associated with one PA.
- Every ESG is associated with one EG.
- There is no association between PA/PSA and EG/ESG.
Enterprise Structure
Importance

- Provides the backbone for HR PY rules
- Allows for certain values on infotypes to be defaulted – payroll area, work schedule, benefits 1\textsuperscript{st} and 2\textsuperscript{nd} program grouping etc.
- Drives eligibility for accruals
- Drives eligibility for wage types
- Not date specific! Date specific for employee
Next Steps

- Create the deliverables:
  - A Business Process Review report
  - Gap analysis report
  - Functional specifications report