DBE Workflow

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What is DBE Workflow?

• New tool that allows salary redistributions on Department Budget Earnings (DBE) to be directly data entered by units for regular and temporary faculty and staff
• Utilizes workflow which enables transactions to be approved by the proper individuals before the transaction is posted to an employee’s record
• Replacement of a portion of the DBE Changes Submittal Form and Temporary Employment Form for salary redistributions
Current Salary Redistribution Process

Unit:
• Completes a submittal form in M-Pathways or Temporary Employment form
• Manually routes the form for approval signatures
• Sends the form to HRRIS for data entry into M-Pathways

Improvements with DBE Workflow
• Eliminates duplicate data entry and increases accuracy with online edits
• Eliminates paper forms
• Reduces the time it takes for a change to be posted to an employee’s record
• Allows units an organized way to track and data enter transactions
• Confirms when a transaction is posted to an employee’s record via e-mail
Demo of a salary redistribution using DBE Workflow

- DBE Change posted to employee’s record
- Create DBE Transaction
- Approve DBE Transaction

Pilot member experiences

- DBE Workflow has been in pilot mode since January 31.
- Pilot members are from the following areas:
  - College of Engineering
  - College of LS&A
  - School of Pharmacy
  - Housing
  - ITS
  - Medical School
  - Plant Operations
  - Ross School of Business
  - School of Information
  - OVPR
  - UHR
  - University Libraries
Next Steps

March
- Use Unit Implementation Plan to prepare your unit
  - This includes:
    - Determining if business process redesign is needed
    - Gathering/changing any impacted documentation/forms

April
- Interchanges take place across campus
- Prepare security spreadsheet or request appropriate roles via OARS

May
- Take online training
- Access granted as training is completed

June
- All units are using the DBE Workflow module for salary redistributions
- HRRIS will accept paper submittal/Temporary Employment forms for salary redistributions created on or before June 30, 2011

Questions?
Unit Consulting Requests?

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