DBE Workflow

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What is DBE Workflow?

• Salary redistributions directly data entered by units (regular and temporary faculty and staff)

• Enables transactions to be approved by the proper individuals before being posted to an employee’s record

• Replacement of forms
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
• Increases accuracy with online edits
• Eliminates paper forms
• Reduces the time it takes for a change to be posted to an employee’s record
• Can track transactions
• E-mail notification when transaction is posted to an employee’s record
Interchanges

• North Campus
  – Wednesday, April 13 1 – 2pm
  – Chesborough Auditorium

• Central Campus
  – Friday, April 15 3:30 – 4:30pm
  – Room 1120, Gerald R. Ford School of Public Policy

• Health System
  – Wednesday, May 4 2 – 3pm
  – Ford Auditorium
Unit Workplan Review
Unit Progress

• Units we have heard from:
  – School of Dentistry
  – College of Engineering
  – School of Information
  – ITS
  – College of LSA
  – Medical School
  – School of Music, Theatre, and Dance
  – Parking and Transportation Services
  – College of Pharmacy
  – Plant Operations
  – Ross School of Business
  – University Housing
  – University Human Resources
  – University Library
  – Office of VP for Research
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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