Request for Business Process Documents

Existing Documents, Forms & Materials

The purpose of this document is to provide college Subject Matter Experts with a relevant framework of major business processes to facilitate the collection of related existing documentation that supports today’s business activities into a ctcLink document repository.

2013

Tara Keen, Functional Application Manager

State Board for Community and Technical Colleges

1/22/2013

# **Update Notice:**

This updated document contains only numbering changes to enhance the tracking of sent documents. No additional changes have been made to the list of business processes. Colleges may choose to utilize these numbers when sending in documents to specify the business process the document covers; however it is not required.

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# Request for Materials

## 1.1 Objective

This activity of collecting existing documentation and materials will provide the ctcLink Project Team a high level overview of the current business processes and establish a set of readily available college documentation, such as:

* Communication templates
* Policy manuals
* Documented local procedures
* Specific configuration table information

Information is being gathered in preparation for meeting with the vendor implementation team. The time invested in preparation by cataloging our business processes and organizing the relevant documentation expedites the process when working with the vendor team.

This activity also provides an opportunity to ensure that those business processes not documented in the traditional manner are not overlooked. Some examples of those are:

* Forms circulated for signatures
* College unique, on-demand reports that are created and distributed at certain intervals
* Email templates for tracking results, forwarding results, and informing person(s) of results
* Notes regularly attached to files for special handling
* Variety of other already documented methods used to show how information should flow through the office, interoffice, or outside world

This information is also important because it will be used by the project team to conduct analysis and aid configuration discussions.

## 1.2 Format and Process

The list of business processes, organized by business area and detailed on the following pages, are designed to help colleges think through the types of documentation, such as the forms listed above, that is readily available and can easily be emailed to the project team. **This is NOT a make work activity.** The provided lists can be used to track what you have sent to the email address below. If you do not have any documentation readily available for a particular process, do not create it; however if you note processes missing from the list, please alert the ctcLink project team at the email listed below.

Please make sure to put the **college name** and **‘BPR’** in the subject line when sending documents via email and include which **business process** the document applies to. Email documents to the contact listed for each business area at the bottom of the relevant section.

Don’t have electronic documents or a scanner? Mail documents to: *ctcLink Project, SBCTC (BPR)* - 3101 Northup Way, Suite 100, Bellevue, WA 98004.

**Document Deadline: February 15, 2013**

# Student & Academic

Student and academic business processes are organized by the following areas, Student Management, Program/Course/Class Management, Student Financials (cashiering functions) and Financial Aid. Each area has a specific person assigned to answer any questions and receive your documents and materials. Their contact information is noted at the bottom of each section.

## 2.1 Student Management

|  |  |
| --- | --- |
| **2.1.1 Recruitment & Application Management** | **Sent** |
| 2.1.1.1 Recruitment Management (General, High School, International Education) |  |
| 2.1.1.2 Prospect Data |  |
| 2.1.1.3 Communications & response tracking |  |
| 2.1.1.4 New student application process (online & In-person) |  |
| 2.1.1.5 Other recruitment and application processes (reporting) |  |
| **2.1.2 College Admission Processing** | **Sent** |
| 2.1.2.1 General admission processes |  |
| 2.1.2.2 Other program admission processes (reporting) |  |
| 2.1.2.3 Application Assessment Process |  |
| **2.1.3 Registration** | **Sent** |
| 2.1.3.1 General registration processes (Online, in-person, batch registration) |  |
| 2.1.3.2 Student Intent and Residency code management |  |
| 2.1.3.3 Veterans code management |  |
| 2.1.3.4 Unusual action code management |  |
| 2.1.3.5 Student Fee Pay Status code management |  |
| 2.1.3.6 Residency Coding |  |
| 2.1.3.7 Production of class rosters for faculty |  |
| 2.1.3.8 Registration appointments |  |
| 2.1.3.9 SID Update and merge |  |
| 2.1.3.10 Continuing Education, Community Service, Contract Classes |  |
| 2.1.3.11 Waitlisted class set-up, tracking, maintenance, processing |  |
| 2.1.3.12 Cancel Students from Classes for Non-Payment |  |
| 2.1.3.13 Enrollment Verification Process |  |
| **2.1.4 Academic Advising/ Credential Evaluation/ Testing & Assessment** | **Sent** |
| 2.1.4.1 Advising and counseling processes (new and continuing students) |  |
| 2.1.4.2 Credentials evaluation process (intended degree, all degree requirements, degree audit) |  |
| 2.1.4.3 Test score data management |  |
| 2.1.4.4 Tracking advisees’ progress |  |
| 2.1.4.5 Early Intervention process |  |
| 2.1.4.6 Degree and certificate completion process |  |
| 2.1.4.7 Grant exceptions to degree requirements |  |
| 2.1.4.8 Track student competencies (outcomes assessment) |  |
| 2.1.4.9 Other advising processes (graduation, professional technical programs, reporting) |  |
| **2.1.5 Grade/Transcript** | **Sent** |
| 2.1.5.1 Grade input and maintenance |  |
| 2.1.5.2 Grade/transcript changes |  |
| 2.1.5.3 Student transcript request processing |  |
| 2.1.5.4 Electronic/paper transcript transfer course evaluation |  |
| 2.1.5.5 Honor Roll/Probation process |  |
| 2.1.5.6 Other grade/transcript processes (reporting) |  |
| **2.1.6 Student Services** | **Sent** |
| 2.1.6.1 Disabled Student Services |  |
| 2.1.6.2 International Students Services |  |
| 2.1.6.3 Running Start Program |  |
| 2.1.6.4 Handling High Risk Students |  |
| 2.1.6.5 Career Center |  |
| 2.1.6.6 Women’s Center |  |
| 2.1.6.7 Student Conduct/Disciplinary Action Process |  |
| **2.1.7 Reporting** | **Sent** |
| 2.1.7.1 SMS Reporting processes |  |
| **2.1.8 Other** | **Sent** |
| 2.1.8.1 Troubleshooting problems and issues |  |

**Email documents and materials to Betsy Abts, Student & Academic Project Lead,** [**babts@sbctc.edu**](mailto:babts@sbctc.edu)**.**

**If you have questions you may email or contact Betsy by phone at 425.803.5359.**

## 2.2 Program/Course/Class Management

|  |  |
| --- | --- |
| **2.2.1 Program Management** | **Sent** |
| 2.2.1.1 Program approval (External) |  |
| 2.2.1.2 Program approval (Internal) |  |
| 2.2.1.3 Program code establishment, & maintenance |  |
| 2.2.1.4 Other program processes (reporting) |  |
| **2.2.2 Course Management** | **Sent** |
| 2.2.2.1 Course catalog maintenance |  |
| 2.2.2.2 Course approval process |  |
| 2.2.2.3 Course submittal process |  |
| 2.2.2.4 Course outcomes and assessment |  |
| 2.2.2.5 Pre-requisite checking process |  |
| 2.2.2.6 Course equivalency/ course translation management |  |
| 2.2.2.7 Course changes tracking |  |
| 2.2.2.8 Managing administrative unit and department codes |  |
| 2.2.2.9 Managing course fee pay status codes |  |
| 2.2.2.10 Repeat rules management |  |
| 2.2.2.11 Miscellaneous sort code management (course meets distribution, general education, majors, dual-listed courses, interdisciplinary courses, etc.) |  |
| 2.2.2.12 Other course processes (reporting) |  |
| 2.2.2.13 Course catalog maintenance |  |
| **2.2.3 Class Schedule Processing** | **Sent** |
| 2.2.3.1 General Class Schedule creation process (Desktop and Online) |  |
| 2.2.3.2 Classroom scheduling process |  |
| 2.2.3.3 Class outcomes and assessment process |  |
| 2.2.3.4 Other Class Schedule creation processes (Continuing Education, community service and contract classes) |  |
| 2.2.3.5 eLearning class processing |  |
| 2.2.3.6 WAOL class processing |  |
| 2.2.3.7 Section code management |  |
| 2.2.3.8 Track faculty loads on classes |  |
| 2.2.3.9 Managing clustered or auto-linked classes and classes with dynamic term or session dates |  |
| 2.2.3.10 Cancelled classes process |  |
| 2.2.3.11 Other class schedule processes ( reporting) |  |
| **2.2.4 Reporting** | **Sent** |
| 2.2.4.1 State Enrollment and cluster updating processes |  |
| 2.2.4.2 MIS 2/6 match process (preliminary and final) |  |
| 2.2.4.3 Other SMS Reporting processes |  |
| **2.2.5 Other** | **Sent** |
| 2.2.5.1 Troubleshooting problems and issues |  |

**Email documents and materials to Phyllis Harris, Student & Academic Functional Analyst,** [**pharris@sbctc.edu**](mailto:pharris@sbctc.edu)**.**

**If you have questions you may email or contact Phyllis by phone at 425.803.5356.**

## 2.3 Financial Aid

|  |  |
| --- | --- |
| **2.3.1 Application Processing** | **Sent** |
| 2.3.1.1 Loading ISIR for new students |  |
| 2.3.1.2 Loading ISIR for returning students |  |
| 2.3.1.3 Notifying student of missing required items |  |
| 2.3.1.4 Process ISIR Corrections |  |
| 2.3.1.5 Handle ISIR Record Data Conflicts (Duplicate or Incorrect SSN) |  |
| 2.3.1.6 Intake of required items (front desk/portal/web/email/fax/mail) |  |
| 2.3.1.7 Process loan applications on request |  |
| 2.3.1.8 Perform Verification |  |
| 2.3.1.9 SAP /Educational Plan/Pace of Progression (pre-award) |  |
| 2.3.1.10 Monitor Eligibility: NSLDS Information, Lifetime Pell, SNG Eligibility, College Bound 2.3.1.1 Scholarship… |  |
| 2.3.1.11 Handle Exceptions (Soc. Sec. Admin., Selective Service, Citizenship status, Defaults) |  |
| 2.3.1.12 Rejection Notifications |  |
| 2.3.1.13 Monitor SAP/EP/PoP (post-award) |  |
| 2.3.1.14 Enrollment Holds/Deferments |  |
| 2.3.1.15 Scholarship Student Processing |  |
| 2.3.1.16 Veterans Benefit Processing |  |
| **2.3.2 Program Allocation and Budget Management** | **Sent** |
| 2.3.2.1 Receive allocation notifications from DoE, WSAC, Institutional funds |  |
| 2.3.2.2 Establish Program Budgets and thresholds |  |
| 2.3.2.3 Establish FA Program/Award codes for new forms of funding |  |
| 2.3.2.4 Monitor and adjust budget usage |  |
| **2.3.3 Award Packaging** | **Sent** |
| 2.3.3.1 Establish and refine package plans |  |
| 2.3.3.2 Assign package plan codes to students |  |
| 2.3.3.3 Run preliminary/final packaging |  |
| 2.3.3.4 Manually enter awards |  |
| 2.3.3.5 Manage award rejections |  |
| 2.3.3.6 Adjust award allocations to align with program budget |  |
| 2.3.3.7 Notify students of awards |  |
| 2.3.3.8 Adjust awards based on enrollment changes |  |
| 2.3.3.9 Summer Term Awards |  |
| 2.3.3.10 Process scholarships |  |
| 2.3.3.11 Process Veteran’s Benefits |  |
| 2.3.3.12 Process Workforce Training Awards |  |
| 2.3.3.13 Process DVR Funding |  |
| 2.3.3.14 Provide Emergency Loans/Book Vouchers |  |
| **2.3.4 Disbursements** | **Sent** |
| 2.3.4.1 Disburse awards to pay tuition |  |
| 2.3.4.2 Cut checks for remaining balances |  |
| 2.3.4.3 Process Electronic Funds Disbursement (EFD) |  |
| 2.3.4.4 Reconciliation Expenditures (FAM/FAEXP/GL) |  |
| 2.3.4.5 Handle Adjustments (GAT or Journal Entries) |  |
| 2.3.4.6 Process Refunds |  |
| 2.3.4.7 Pell Reconciliation (COD) |  |
| 2.3.4.8 Handle Overpayments |  |
| 2.3.4.9 Direct Loan Reconciliation (COD) |  |
| 2.3.4.10 Return Funds per R2T4 |  |
| **2.3.5 Reporting** | **Sent** |
| 2.3.5.1 FISAP |  |
| 2.3.5.2 Unit Record Report |  |
| 2.3.5.3 State Need Grant Interim Report |  |
| 2.3.5.4 COD Reporting (Pell and Direct Loans) |  |
| 2.3.5.5 State Board Quarterly Reports |  |
| 2.3.5.6 R2T4 Reporting |  |
| **2.3.6 Other** | **Sent** |
| 2.3.6.1 Consumer Information |  |
| 2.3.6.2 Loan Entry/Exit Counseling |  |
| 2.3.6.3 Notify students of work-study policy and procedures |  |
| 2.3.6.4 Ensure state work-study positions align with student’s program of study |  |
| 2.3.6.5 Gainful Employment |  |
| 2.3.6.6 Financial Aid Student Portal |  |
| 2.3.6.7 Processing Third Party/Sponsorship Awards |  |

**Email documents and materials to Kim Wasierski, Financial Aid Project Lead,** [**kwasierski@sbctc.edu**](mailto:kwasierski@sbctc.edu)**.**

**If you have questions you may email or contact Kim by phone at 425.803.9722.**

## 2.4 Student Financials

The business processes related to cashiering in our existing systems today reside in FMS. In the ERP Solution the equivalent functionality exists in Campus Solutions, specifically in the Student Financials module. Responsibilities in the cashiering department (regardless of what software is used) could include business processes listed under Student Financials or Financial Management. If you note a missing business process, review section 3.0 Financials Management to see if the relevant business process is listed there.

|  |  |
| --- | --- |
| **2.4.1 Student Financials Supervision** | **Sent** |
| 2.4.1.1 Tuition and Fee Calculation |  |
| 2.4.1.2 Write-Off Unpaid Charges/Student Accounts |  |
| 2.4.1.3 Student Account to GL Reconciliation |  |
| 2.4.1.4 1098-T Processing |  |
| 2.4.1.5 Short Term/Emergency Loans |  |
| 2.4.1.6 Collect Past-Due Receivables |  |
| 2.4.1.7 Balance cashier’s office |  |
| 2.4.1.8 Processing Partial Payment Refunds for Dropped Students (to student or aid programs) |  |
| **2.4.2 Third-Party** | **Sent** |
| 2.4.2.1 Sponsorships |  |
| 2.4.2.2 Bill Third-Party Organizations |  |
| 2.4.2.3 Third-Party Payments |  |
| 2.4.2.4 Process Third-Party Refunds |  |
| **2.4.3 Student Tuition and Fees** | **Sent** |
| 2.4.3.1 Payments |  |
| 2.4.3.2 On-line Payments |  |
| 2.4.3.3 Payment Plans |  |
| 2.4.3.4 Bill Students |  |
| 2.4.3.5 Waiver Processing |  |
| 2.4.3.6 Application Fees |  |
| 2.4.3.7 Late Fee Processing |  |
| 2.4.3.8 Deposit Processing |  |
| 2.4.3.9 Student Refunds |  |
| 2.4.3.10 Void Receipts |  |
| 2.4.3.11 Void Check/Refund Processing |  |
| 2.4.3.12 Bookstore Charges |  |

|  |  |
| --- | --- |
| **2.4.4 Other Payments and Processes** | **Sent** |
| 2.4.4.1 Department Receipts/Other Cash Collection Points |  |
| 2.4.4.2 Housing Charges and Payments |  |
| 2.4.4.3 Returned (NSF) Checks |  |
| 2.4.4.4 Cash Checks |  |
| **2.4.5 Reporting** | **Sent** |
|  |  |
| **2.4.6 Other** | **Sent** |
|  |  |

**Email documents and materials to Cindy Schaffer, Financial Functional Analyst,** [**cschaffer@sbctc.edu**](mailto:cschaffer@sbctc.edu)**.**

**If you have questions you may email or contact Cindy by phone at 425.803.5358.**

# Financial Management

Financial management processes are organized by the following areas, Finance and Purchasing. Each area has a specific person assigned to answer any questions and receive your documents and materials. Their contact information is noted at the bottom of each section. Cashiering related business processes are outlined in section 2.3 Student Financials.

## 3.1 Finance

|  |  |
| --- | --- |
| **3.1.1 General Ledger** | **Sent** |
| 3.1.1.1 Chart of Accounts Maintenance and Validation |  |
| 3.1.1.2 Budgetary Control |  |
| 3.1.1.3 Journal Processing |  |
| 3.1.1.4 Open Item Accounting (e.g. Employee Advances) |  |
| 3.1.1.5 Cost Allocation |  |
| 3.1.1.6 Inter Unit Accounting |  |
| 3.1.1.7 Integration Amongst Applications Including Student Financials |  |
| 3.1.1.8 Financial Reporting |  |
| 3.1.1.9 Regulatory Reporting (Including System Administration, if Applicable) |  |
| 3.1.1.10 Month End Processes |  |
| 3.1.1.11 Year End Processes |  |
| 3.1.1.12 Biennium Close Processes |  |
| **3.1.2 Accounts Receivable (back-office)** | **Sent** |
| 3.1.2.1 Maintain Customers |  |
| 3.1.2.2 Collections |  |
| 3.1.2.3 Payment Application |  |
| 3.1.2.4 Invoice Aging |  |
| 3.1.2.5 Write-offs |  |
| 3.1.2.6 Receivables Reporting |  |
| **3.1.3 Accounts Payable** | **Sent** |
| 3.1.3.1 Invoice Processing/Approval |  |
| 3.1.3.2 Matching of PO, Receiver and Invoice |  |
| 3.1.3.3 Voucher Processing |  |
| 3.1.3.4 Payment Processing |  |
| 3.1.3.5 Check Handling |  |
| 3.1.3.6 Check Reconciliation |  |
| 3.1.3.7 Separation of Duties |  |

|  |  |
| --- | --- |
| **3.1.4 Billing** | **Sent** |
| 3.1.4.1 Manage Bills |  |
| 3.1.4.2 Interface Information to be Billed |  |
| 3.1.4.3 Invoicing |  |
| 3.1.4.4 Integration with other Applications |  |
| 3.1.4.5 Reporting of Billed Information |  |
| **3.1.5 Budget** | **Sent** |
| 3.1.5.1 Budget Development |  |
| 3.1.5.2 Budget Initialization |  |
| 3.1.5.3 Budget Status |  |
| 3.1.5.4 Budget Upload |  |
| 3.1.5.5 Allocations, Appropriations |  |
| 3.1.5.6 Salary and Benefits |  |
| 3.1.5.7 Position Control (Finance to Payroll) |  |
| **3.1.6 Grants, Contracts, Projects** | **Sent** |
| 3.1.6.1 Proposal Management |  |
| 3.1.6.2 Award Monitoring |  |
| 3.1.6.3 Institution Tracking |  |
| 3.1.6.4 Sponsor Management |  |
| 3.1.6.5 Sub-Recipient Processing |  |
| 3.1.6.6 Review and Reporting |  |
| 3.1.6.7 Definition |  |
| 3.1.6.8 Define and Schedule Revenue (Esp. in Conjunction with Grants) |  |
| 3.1.6.9 Schedule and Process Billing (In Conjunction with Billing Module) |  |
| 3.1.6.10 Project Budgeting |  |
| 3.1.6.11 Activities and Resource Tracking |  |
| 3.1.6.12 Cost Collection |  |
| 3.1.6.13 Staff Time and Expense Entry and Valuation |  |
| 3.1.6.14 Revenue Collection |  |
| 3.1.6.15 Asset Cost Accumulation |  |
| **3.1.7 Time & Effort** | **Sent** |
| 3.1.7.1 Time and Effort Collection and Validation |  |
| 3.1.7.2 Reimbursement |  |
| 3.1.7.3 Integration with Payroll for Costing Project Hours |  |

|  |  |
| --- | --- |
| **3.1.8 Banking** | **Sent** |
| 3.1.8.1 Authorization of Credit Card Transactions (Cybersource) |  |
| 3.1.8.2 Positive Pay |  |
| 3.1.8.3 Electronic Funds Distribution |  |
| 3.1.8.4 E-Check Process |  |
| **3.1.9 Asset Management** | **Sent** |
| 3.1.9.1 Processing of Owned Assets |  |
| 3.1.9.2 Processing of Leased Assets |  |
| 3.1.9.3 Asset Books |  |
| 3.1.9.4 Depreciation Processing – Straight Line? |  |
| 3.1.9.5 Tracking of Assets by Location and/or Department |  |
| 3.1.9.6 Retiring Assets |  |
| 3.1.9.7 Transferring Assets |  |
| 3.1.9.8 Taking Asset Inventory |  |
| 3.1.9.9 Asset Custodian Tracking |  |
| **3.1.10 Reporting** | **Sent** |
| 3.1.10.1 Agency Financial Reporting Systems (AFRS) |  |
| 3.1.10.2 Office of Minority Women's Business Enterprise (MWBE ) |  |
| 3.1.10.3 1098T IRS Tuition Statement [American Opportunity Credit] |  |
| 3.1.10.4 1099 Tax Forms |  |
| 3.1.10.5 IPEDS |  |
| **3.1.11 Other** | **Sent** |
| 3.1.11.1 Banking/Investments/Pooled Cash |  |
| 3.1.11.2 Year-End |  |
|  |  |
|  |  |

**Email documents and materials to Tara Keen, Functional Application Manager,** [**tkeen@sbctc.edu**](mailto:tkeen@sbctc.edu)**.**

**If you have questions you may email or contact Tara by phone at 425.803.9736.**

## 3.2 Purchasing

|  |  |
| --- | --- |
| **3.2.1 Purchasing** | **Sent** |
| 3.2.1.1 Vendor Maintenance |  |
| 3.2.1.2 Requisition Processing |  |
| 3.2.1.3 Requisition Approval Process |  |
| 3.2.1.4 Purchase Order Generation |  |
| 3.2.1.5 Purchase Order Approval |  |
| 3.2.1.6 Request for Quote |  |
| 3.2.1.7 Bid Selection Process |  |
| 3.2.1.8 Pre-Encumbrance/ Encumbrance Processing |  |
| 3.2.1.9 Lease Accounting/ Handling |  |
| 3.2.1.10 Capital Asset Purchasing |  |
| 3.2.1.11 Procurement Activities on the WEB |  |

**Email documents and materials to Tara Keen, Functional Application Manager,** [**tkeen@sbctc.edu**](mailto:tkeen@sbctc.edu)**.**

**If you have questions you may email or contact Tara by phone at 425.803.9736.**

# Human Capital Management

Human Capital Management processes are organized by the following areas, HR Management, Benefits and Payroll. All three areas have a single contact to answer any questions and receive your documents and materials. Their contact information is noted at the bottom of this section.

## 4.1 HR Management

|  |  |
| --- | --- |
| **4.1.1 Recruiting** | **Sent** |
| 4.1.1.1 Job Requisitions (including policies/rules/approvals) |  |
| 4.1.1.2 Job Postings (jobs boards, internal/external) |  |
| 4.1.1.3 Interest cards, unsolicited resumes |  |
| 4.1.1.4 Track and Qualify Applicants |  |
| 4.1.1.5 Interview Scheduling/Monitoring/reference checking |  |
| 4.1.1.6 Offers |  |
| 4.1.1.7 Applicant Pools |  |
| 4.1.1.8 New Hires/Rehires - Onboarding |  |
| **4.1.2 Person Data Management** | **Sent** |
| 4.1.2.1 Maintaining Personal Data (Names, addresses) |  |
| 4.1.2.2 Maintaining Emergency Contact Data |  |
| 4.1.2.3 Citizenship/Visa Data |  |
| **4.1.3 Terminations** | **Sent** |
| 4.1.3.1 Voluntary |  |
| 4.1.3.2 Involuntary |  |
| 4.1.3.3 Retirement |  |
| **4.1.4 Salary Changes** | **Sent** |
| 4.1.4.1 Promotion/Demotion |  |
| 4.1.4.2 Annual/Grade/Step Rates/Merit |  |
| 4.1.4.3 Contract |  |
| 4.1.4.4 Mass changes (increase/decrease) |  |
| **4.1.5 Leave of Absence** | **Sent** |
| 4.1.5.1 Medical |  |
| 4.1.5.2 Personal |  |
| 4.1.5.3 Sabbatical |  |
| 4.1.5.4 FMLA |  |
| **4.1.6 Transfers** | **Sent** |
| 4.1.6.1 Department Transfers |  |
| 4.1.6.2 State Employee/Other College Transfers |  |
| **4.1.7 Position Management** | **Sent** |
| 4.1.7.1 New Position Requests and Approval |  |
| 4.1.7.2 Funding and Encumbrance |  |
| 4.1.7.3 De-authorizing Positions |  |
| **4.1.8 Organizational Management** | **Sent** |
| 4.1.8.1 Process organizational changes (hierarchies, business units, re-orgs) |  |
| 4.1.8.2 Maintain organization locations |  |
| 4.1.8.3 Org Chart Maintenance |  |
| **4.1.9 Employee Training/Education/Certification** | **Sent** |
| 4.1.9.1 Track Employee Training |  |
| 4.1.9.2 Schedule Training/Awareness Classes |  |
| 4.1.9.3 Tracking Required Licenses, Certifications |  |
| 4.1.9.4 Track Education Level (including foreign degree equivalencies) |  |
| 4.1.9.5 Tenure Tracking |  |
| **4.1.10 Reporting** | **Sent** |
| 4.1.10.1 IPEDS |  |
| 4.1.10.2 OFM HR Data |  |
| 4.1.10.3 WFSE Membership Reporting |  |
| 4.1.10.4 WPEA Membership Reporting |  |
| 4.1.10.5 MIS |  |
| 4.1.10.6 Affirmative Action |  |
| **4.1.11 Other** | **Sent** |
| 4.1.11.1 Employee Notifications |  |
| 4.1.11.2 Library System Patron Data |  |

**Email documents and materials to Rita Lauzon, HR/Payroll Project Lead,** [**rlauzon@sbctc.edu**](mailto:rlauzon@sbctc.edu)**.**

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## 4.2 Benefits

|  |  |
| --- | --- |
| **4.2.1 Benefits Enrollment** | **Sent** |
| 4.2.1.1 New Employee Enrollment |  |
| 4.2.1.2 Open Enrollment |  |
| 4.2.1.3 COBRA Enrollment |  |
| 4.2.1.4 Manage Retiree/Surviving Spouse Enrollments |  |
| **4.2.2 Benefits Management** | **Sent** |
| 4.2.2.1 Qualified Event Processing (Family Status Changes) |  |
| 4.2.2.2 COBRA and HERP Tracking |  |
| 4.2.2.3 Managing Automatic Age Adjustment for Retirement Programs |  |
| **4.2.3 Beneficiaries** | **Sent** |
| 4.2.3.1 Maintain Dependents and Beneficiaries |  |
| **4.2.4 Accruals** | **Sent** |
| 4.2.4.1 Leave (PTO) Accruals and Tracking (encumbrances) |  |
| 4.2.4.2 Retroactive changes |  |
| **4.2.5 Vendor Management** | **Sent** |
| 4.2.5.1 Vendor Payments |  |
| 4.2.5.2 Benefit Provider Contact Changes |  |
| **4.2.6 Reporting** | **Sent** |
| 4.2.6.1 Flexible Medical Benefits Eligibility Data |  |
| 4.2.6.2 Flexible Medical Benefits Remittance |  |
| 4.2.6.3 HCA Insurance |  |
| 4.2.6.4 HERP Reporting |  |
| 4.2.6.5 Vendor Remittance |  |
| 4.2.6.6 Retirement Reporting |  |
| **4.2.7 Other** | **Sent** |
|  |  |

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## 4.3 Payroll

|  |  |
| --- | --- |
| **4.3.1 Managing Payroll** | **Sent** |
| 4.3.1.1 Establish pay groups and pay calendars |  |
| 4.3.1.2 FLSA Rules/Rates |  |
| 4.3.1.3 DRS Rules |  |
| 4.3.1.4 FICA Rules |  |
| 4.3.1.5 Earning Codes (IRS Compliance, grouping into programs) |  |
| 4.3.1.6 Processing cash-out of leave balances |  |
| 4.3.1.7 Maintain Direct Deposit Data |  |
| 4.3.1.8 Handling Overpayments |  |
| 4.3.1.9 Maintain rules for various payment types (suspended operations, stand by, shift 4.3.1.1 differentials, call-back, OT). |  |
| 4.3.1.10 Reconcile benefit balances on prior pay adjustments |  |
| 4.3.1.11 TIAA-CREF Rules |  |
| 4.3.1.12 HCA Rules |  |
| **4.3.2 Time & Attendance** | **Sent** |
| 4.3.2.1 Establish/Manage work shifts, schedules, weeks, alternate schedules |  |
| 4.3.2.2 Time entry/processing |  |
| 4.3.2.3 Time entry validation |  |
| 4.3.2.4 Time approval |  |
| **4.3.3 Earnings & Deductions Management** | **Sent** |
| 4.3.3.1 Maintain Employee Tax Withholding Status |  |
| 4.3.3.2 Voluntary Deductions (Combined Funds, Insurance, Parking) |  |
| 4.3.3.3 Deferred Compensation Remittance |  |
| **4.3.4 Contract Pay** | **Sent** |
| 4.3.4.1 Establish contract pay |  |
| 4.3.4.2 Contract pay documents |  |
| 4.3.4.3 Process contract pay (including adjustments) |  |
| **4.3.5 Employee Pay Data** | **Sent** |
| 4.3.5.1 Track non-resident alien employee data (visa information, status, exp/renewal, FICA taxability) |  |
| 4.3.5.2 Employee tax and tax distribution data |  |
| 4.3.5.3 Deduction types for employee |  |
| 4.3.5.4 Liberty Mutual Billing |  |
| **4.3.6 Garnishments** | **Sent** |
| 4.3.6.1 Verify garnishment compliance |  |
| 4.3.6.2 Establish/change garnishments |  |
| 4.3.6.3 Define and track disposable earnings for garnishments, support order, levies. |  |
| **4.3.7 Payroll Processing** | **Sent** |
| 4.3.7.1 Generate and balance payroll |  |
| 4.3.7.2 On-Demand Checks |  |
| 4.3.7.3 Retroactive Pay Processing |  |
| 4.3.7.4 Post Payroll to GL |  |
| 4.3.7.5 Payroll Check reconciliation |  |
| 4.3.7.6 EFT Payroll |  |
| **4.3.8 Reporting** | **Sent** |
| 4.3.8.1 Time and effort reporting for federal grants. |  |
| 4.3.8.2 Monthly, quarterly, annual reports (941s…) |  |
| 4.3.8.3 Year-end processing (W2s) |  |
| 4.3.8.4 1099R Retirement Tax statement |  |
| 4.3.8.5 Dependent Care Billing Data |  |
| 4.3.8.6 Employee Verification with Social Security Administration |  |
| 4.3.8.7 Employment Security – Quarterly Wage Reporting |  |
| 4.3.8.8 Office of Support Enforcement (Court-ordered child support deductions) |  |
| 4.3.8.9 SECUWA Deduction Reporting |  |
| 4.3.8.10 WSECU Deduction Reporting |  |
| 4.3.8.11 TIAA-CREF Retirement Transmittal |  |
| 4.3.8.12 WFSE Deduction Reporting |  |
| 4.3.8.13 WPEA Deduction Reporting |  |
| 4.3.8.14 Dependent Care Data Reporting |  |
| 4.3.8.15 DRS Retirement Transmittal |  |
| 4.3.8.16 HCA Transmittal |  |
| 4.3.8.17 Liberty Mutual Reporting |  |
| **4.3.9 Other** | **Sent** |
|  |  |

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