

Time Approval Process Improvement OMF Cross-Functional Team

Final Report

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Time Approval Process Improvement	Elyse Rosenberg	July 2012	October 2012
Project Purpose	The time approval cross functional team would be ad hoc but would be expected to reconvene and revise procedures if there are unanticipated changes due to the implementation of time approval in SAP through Manager Self Service (MSS).		
Goals and Deliverables	<p>The cross-functional team OMF would complete the following scope of work:</p> <ul style="list-style-type: none"> • Demonstrate the current functionality of MSS and share information about the anticipated functionality of MSS for time leave requests and time approval. This information will be used by bureaus as needed for business process changes to make most effective use of MSS. Level 5 decision. • Compile the documentation of the time review and approval procedure from each bureau/division. Level 5 decision. • Facilitate a review from BHR of the compliance of the OMF procedures with overall City policy. Level 4 decision. • Identify any gaps between the procedures and the City policy; make appropriate recommendations to managers. Level 3 decision. 		
Project timeline	<ul style="list-style-type: none"> • Compile the documentation of the time review and approval procedure from each bureau/division – completed in February, 2012 • Facilitate a review from BHR of the compliance of the OMF procedures with overall City policy – in progress • Demonstrate the current functionality of MSS and share information about the anticipated functionality of MSS for time leave requests and time approval. This information will be used by bureaus as needed for business process changes to make most effective use of MSS. – in progress through the ESS/MSS Cross-Functional Team and demonstrations/testing with timekeepers • Identify any gaps between the procedures and the City policy; make appropriate recommendations to managers – estimated completion by July 20, 2012 		
Team members	<p>Business Operations – Elyse Rosenberg (Lead), Sharon Wolf, Linda Rains, Imani Rose, Don Tuquero Revenue Bureau – Terri Williams Human Resources – Tom Schneider Bureau of Financial Services Accounting Division – Jane Kingston Enterprise Business Solution – Anna Cowen Bureau of Technology Services – Amy Tuttle</p>		
Other changes	N/A		
Current Status	Each of the Goals and Deliverables of this CFT completed. Documentation of OMF time review and approval processes was gathered and initially submitted to BHR for review in February of 2012. BHR reviewed and responded that three groups – EBS, Facilities, and P&D required process changes to comply with HRAR 1.07. These processes have been changed and		

	<p>documentation has been changed to reflect the revised processes and resubmitted to BHR.</p> <p>Through the CFT regarding ESS/MSS functionality and work to pilot this functionality in OMF, each team member has been exposed to functionality of MSS, both in its current state and with contemplated improvements.</p> <p>Time review and approval documentation for each OMF Bureau/Division reviewed and approved by all CFT members July 16, 2012.</p>
Next Step	None