

## Sample HR/Finance Project Improvement List

### **Evaluate and Automate the following HR/Payroll functions:**

- Retroactive pay including impacts on:
  - Wages
  - FLSA
  - Out of class
  - Automation of MOU changes/merit changes
- Implement PERS Compensation limit
- Revalidate regular pay of rate
- Review pay codes and eliminate or streamline business process to reduce the number of codes
- Research time entry for efficiencies
- Evaluate and streamline processes for premium pay

### **Additional Items:**

- Integrate NeoGov into PeopleSoft
- Review and enhance Profile Management
- Evaluate systems in order to implement automation for
  - Electronic timekeeping
  - Vacation cash out
- Implement Benefits Administration module
- Workflow automation
- Proration of management leave (new hires and promotions)
- Research potential discrepancies between timesheet leave balance and paycheck leave balances
- Leave management workflow
- Auditing on all HR/Payroll screens
- PeopleSoft patches
- Exception based time reporting for management
- Default pay
- Mass changes to benefits that are bargained/apply new updated changes
- Add termination rows for all benefits and pays when adding termination row on Job Data
- Track completion of probation period and other milestones in system