HUMBOLDT STATE UNIVERSITY

ITS Project Request

REQUEST DATE 3/7/12

REQUESTER / SPONSOR INFORMATION

	Name	E-mail (@humboldt.edu)	Phone (Extension)
Requester	Tammy Curtis	curtis	5175
Sponsor	Tammy Curtis	curtis	5175

PROJECT INFORMATION

Title	Appointment Document (Form 104) Work Flow		
Level	Campus-wide	**Type** New	Application
Purpose			
The problem of	tracking the appointment document as well as the time it takes for the form to go across campus to various offices for signature. This project would involve electronic forwarding, electronic signature, electronic reminders and tracking. HR processes approximately 600 of these forms per year. Each form requires five signatures. The approvers of this document exist in many different locations on campus. This project would be the first of many efficiency projects that could benefit from a similar process, i.e., special consultant, fee waiver, travel requests, etc.		
affects	all departments and divisions with staff and management appointments. The time it takes to create document, receive approvals and make the appointment transaction would be greatly reduced.		
the impact of which is	quicker turn around time on appointment transactions. Allows electronic approvals via computer - approvers don't need to be in the office signing the hard copy document.		
a successful solution would be	quicker turn around time on approval of appointment documents that translates into more timely transactions in Payroll related to the transaction being requested on the document (i.e., time base changes, stipends, renewal of appointments, etc.) All tranactions relate to appropriate and timely pay.		
Alternatives	Continue with current paper process with campus mail or walking document to next signature point.		
Alignment with HSU Annual Priorities	Efficiency/Communication		
Deadline		**No Hard Deadline** ☒	
Deadline Reason	A projected implementation date of either the beginning of a fiscal or calendar year would seem the most appropriate		
Considerations / Dependencies	Campus would need to accept the concept of electronic signatures.		
Resources	This project would touch every department that has a need to use the appointment form. In particular, HR, Payroll, Budget, and VP offices would need to assist in the set up of the process.		
Estimated Cost (Hard costs only)	**Initial**	**Annual**	**Budgeted** ☐

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Affected System(s) / Module(s)
Other

Email completed form to ITS Project Office: itspo@humboldt.edu