eAP101
An adventure in going paperless for the Temporary Faculty Appointments
The Beginnings

- Kaizen – May 2011
  - Academic Personnel
  - Payroll
  - College/Department Users
  - Information Services
  - Human Resources
  - Lean Business Process Consultant – Eric Olsen

- Project Development & Design – July 2011 to Present
  - Information Services - Darren Kraker, Dara Manker, Arlo White and Stephanie Bong
  - Academic Personnel, Payroll and College Analysts
Benefits & Objectives of eAP101

- Single point of data entry ensures accuracy and saves time
- Ability to track the appointment in process and after completion
- No need to make copies of the AP101 at each step
- Offer letter automatically generated
- Postage cost eliminated
- Reduces need to batch appointments – More timely processing
- Reduced time span from eAP101 creation to offer received by employee
- Phase II – Ability to report from an eform “dashboard”
eAP101 Applications

Replaces Appointments for: 80-85% of all academic appointments

- AY lecturers (jobcode 2358) – Replaces AP101, HR form E and offer letter
- Teaching Associate (jobcode 2354) – Replaces AP101, HR form E and offer letter

Will not be used for the following types of appointments:

- Tenure Track Faculty
- Department Chair/Head
- 12 month Lecturers (jobcode 2359)
- Graduate Assistants
- FERPS
- Volunteers
- Summer
- Research Fellow/Visiting Faculty and Misc.
eAP101 Creation and Approval

- Creating an eAP101
- Approving an eAP101

Cal Poly Portal
Notification to employee

- Initial email notification
- Preview of the offer letter – Manual & Electronic
- 7 day follow-up notification
- 14 day follow-up notification (Also sent to AP and College analyst)
- New hires will require a printed and signed offer letter. They will not receive the electronic version.
- After the employee has accepted or declined the offer, a notification will appear in a print queue for the College Analyst. The College Analyst will be required to print out the offer letter and add to the employee’s PAF.
Questions?

- Academic Personnel Contacts

- Primary Contacts For Processing Questions & Support
  - Jennifer Myers  756-6569
  - Carol Sammons 756-5228

- Alternate Contacts
  - Sharon Chan 756-5281
  - Carolyn Johnson 756-6570