

PPGRA Update

COLLEGE OF ARTS & SCIENCES

PPGRA before 1 July 2021

- Department Chair/Faculty Director
- Department Business Manager
- Department staff assigned to graduate student support
- Dean's Office

Complex Process

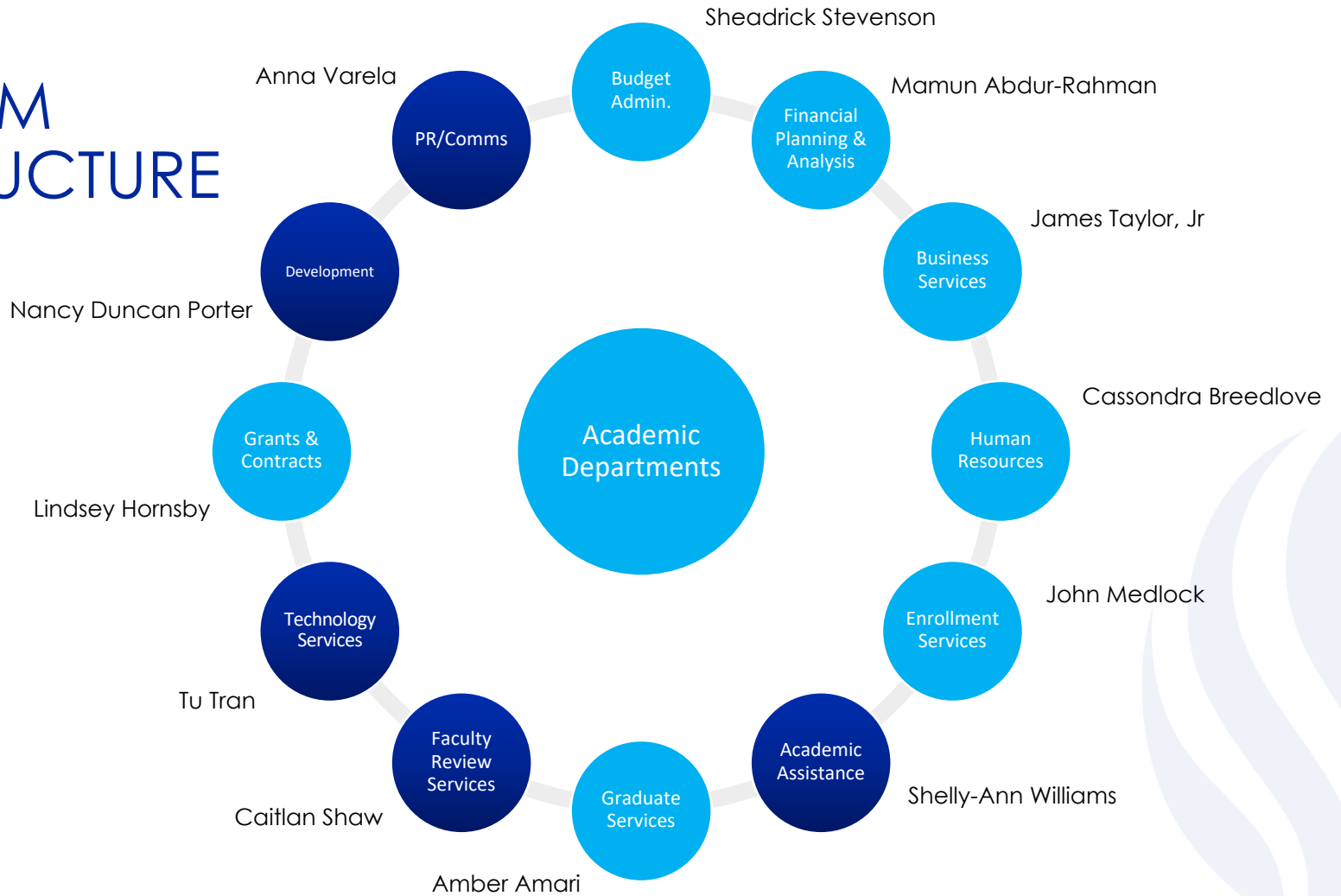
- One or more departments
- Involves multiple administrative units
 - budget
 - financial planning
 - human resources & payroll
 - graduate student services
- Workflow process at department, college and university levels
- Complexity made worse with the lack of technical solution



Implementation User Group

- Group to help identify and better understand the process at the department level
- Identified that many of the departments had unique departmental workflow (22 different ways)
- That the current process has too many single points of failure that decrease efficiency and effectiveness.
- College needed to have tech-rich solution that would be leverage technology so that we could increase efficiency and decrease workflow errors
- Short term solution to provide some stability with existing resources
- Long term solution in TEAM structure that would leverage a tech-rich solution

TEAM STRUCTURE



Short Term Process (90 days)

- Department Chair/DGS/DUS
- Department Specialists
- Assistant Finance Officer (AFO)
- Human Resources
- Graduate Services



Assistant Finance Officers (AFO) Tasks

- Serve as the contact for their departments
- Access to the necessary prior data
- Complete the payroll (PPGRA) spreadsheet
- Initiate the tuition waiver process
- Submit information to start MSS transaction (new students)
- Assign Position #s for new hire/status change, GTAB
- Handle any request to other team members (GS, HR, FP&A, G&C, etc.)
- Lead the workflow between departments and teams



Graduate Services (GS) Tasks

- Provide graduate student enrollment reports
- Tuition Waiver process in Tuition Waiver portal

Human Resources (HR) Tasks

- Finalize MSS transaction
- Process PPGRA worksheet



Department Chair Tasks

- Academic Sign off on all appointments
- Work with faculty to determine graduate student appointments

Department Specialist Tasks

- Contact person for outside appointments (WAC, 2CI, SI, etc.)
- Send data to AFO for MSS transactions (new students)
- Help Chair/DGS route appointment requests to AFO
- Coordinate department internal process (if necessary)



Thank You: Implementation User Group

- Donald Hamelberg, Professor and Chair, Chemistry
- Teresa Rucker, Human Resources Team Member
- Ashley Finney, Human Resources Team Member
- Quanda Miller, Budget Team Member
- Tim Jansa, Budget Team Member
- Felicia Watts, Department Specialist, Physics & Astronomy
- Robin Nguyen, Financial Planning and Accounting Team Member
- Stacey Harrell, Grants and Contracts Team Member
- Mamun Abdur-Rahman, Financial Planning and Accounting Team Lead
- Amber Amari, Graduate Services Team Lead



Final thoughts

- PPGRA is an administrative process
- Owner: Erin Herting, Assistant Dean, Finance and Administration
- This is a short-term solution to get to a long-term solution
- This is asking a lot from our AFOs in this interim period
- Looking for ways to streamline existing work processes
- If you see something, say something



Q&A

Please use 'raise hand' feature or type question into the chat