

TUSD BOARD MEETING – October 2nd, 2012

BUSINESS PROCESS RE-ENGINEERING STATUS REPORT

1. Business Processes Meetings/ Workshops: 100 % complete.
2. Business Process Documentation: As of September 28th, 2012, we are approximately 80% complete:
 - A. Yellow – indicates that Team has sent their review comments and Apriant is reviewing and incorporating the comments as needed.
 - B. Green – indicates the final version of the process document has been received from Apriant, reviewed and signed-off by the Team.

Table 1: Summary of Process (*view Table 2 on the next page for the details of each process*)

Key	Description	# of Processes
	Documentation Completed & Signed Off	19
	Document under review	28
	Documentation not Started	0

3. Project End Date: Based on current schedule, project completion by 15th October, 2012.
4. Current Project Risk: As of today, the current risks we foresee in the project that can affect the schedule for completion are:
 - A. Sign-Off Time: Multiple rounds of review before sign off on the process documentation due to discussions or disagreements on process re-design both by TUSD team and Apriant.
 - B. Last minute changes in the availability of the consultant, Matt Knoepke (Apriant).
 - C. Any Severity 1 issues in the day-day operation in our District's back office operation that affects multiple departments of whom we have representation on the BPR Team.

Table 2: Detailed list of all the 47 processes and their current status.

Status	Process ID	Business Process Name
	BEN014	Blood borne Pathogens Standard (OSHA)
	HR021	I9 Process (Employment Verification)
	HR041	New Hire Physicals
	HR062	Substitutes for workshops
	HR063	Substitute Processing - Subfinder
	PAY001	TSA Processing
	PAY032	Payroll Cycle
	REC002	Certificated Employee Hiring
	REC006	Classified Employee Hiring
	REC014	Administrative Hiring
	REC018	Prepare Job Postings
	REC019	OnBoarding Process
	BEN001	ADA Case Management
	BEN002	Benefits Open Enrollment
	BEN027	Overpayments
	BEN032	Sick Leave Bank
	HR046	PAF (Personnel Action)
	HR047	Position Management
	HR052	Processing Voluntary Transfers
	HR057	Rehire/Reinstate
	HR058	Retiree Processing
	HR080	Stipends
	HR087	Salary Schedule
	HR088	Highly Qualified
	PAY014	Salary Contract Pay
	PAY019	Termination Process
	PAY024	Leave Accrual Processing
	PAY028	Mid-Pay Period Payments for New Hires
	PAY041	Sick Leave Donation
	PAY050	Update Sick/Vacation Balances
	REC010	RAF (Job Requisition)
	BEN019	FMLA
	BEN070	Benefits Reconciliation Process
	HR017	Employee Evaluations
	HR028	Generate and Maintain Contracts
	HR033	RIF (Bumping and Layoff)
	HR034	Recall
	HR036	Leave of Absence without Pay& Benefits-FMLA
	HR084	Seniority Tracking
	HR090	Worker's Comp
	PAY015	Classified Pay-to-thePunch vs. Exception Pay
	PAY022	GL Interface/Encumbrance Process
	PAY025	Leave Request (short-term) - FMLA
	PAY034	Retirement Reporting (ASRS)
	PAY040	ASRS Service Purchase
	PAY055	Workshops and After-School Programs
	TIM001	Time Reporting - All