CALS Employee Operational Area System (EOPS)

MTAG Presentation
June 16, 2015
EOPS Project History

• Initial Project Request (May 2013)
  • CALS ACS received request from CALS HR office to develop a web-based system to capture and maintain operational area and supervisor information for CALS employee jobs. This includes Faculty, Academic Staff and Classified (Permanent, Project, LTE) Staff.

• Identified Business Need
  • Operational area information is needed to identify the organizational level responsible for support of an employee’s appointment (e.g., department, faculty research program, center, school/college). This information is primarily used when evaluating staffing in an op area and compiling information as part of a layoff process, but also used in employee appointment letters to identify for the employee their appointment operational area.

• Explored Campus ERP Options (HRS) – Fall 2013
  • Met with HRS Service Center staff (Sept 30) to discuss HRS options
  • Learned of existing data fields for supervisor information
  • No fields exist for job operational area. Expanding HRS to include this information was not perceived as a possibility within our desired timeframe.
EOPS Project History

• Development Timeline (2013-Fall 2014)
  • 4 Phases:
    • Develop process of synchronizing HRS employee job data with local data tables
    • Develop an access control tool for CALS HR staff (for role & Dept ID (UDDS) assignments within EOPS)
    • Develop Operational Area module for creating and assigning operational areas to departments. Includes HR approval process.
    • Develop Jobs assignment module for assignment of employee jobs to operational areas
  • Application fully implemented October 2014
    • Right now, there are 1,420 jobs assigned to operational areas
    • Total Project Hours (5 members) = ~2100
EOPS Results & Next Steps

• System allows CALS HR to easily and effectively manage employee job operational areas

• We we able to quickly provide operational area data to Campus OHR per their 11/25/14 request. OHR’s purpose for the data was as follows:
  
  • After OHR has collected this information and reviewed it, divisions will be notified and all current employees will need to be notified by the division in writing of their operational area. OHR will provide template letters to assist in this. Subsequently, all new employees will be notified of their operational area within the appointment letter at time of hire.

• EOPS Future Enhancements include:
  
  • Continue to develop reports & other tools
  
  • Capture Supervisor Information
  
  • Organizational Charts
EOPS Screen Shots
EOPS Screen Shots

Operational Area - Main Menu

- List approval requests
- Operational areas per CALS Administrator (create, view, edit, or delete)
- Assign employee jobs to an Operational Area

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EOPS Screen Shots

List of Operational Areas

Select a CALS Administrator and then click the 'Refresh' button

Add a new operational area

<table>
<thead>
<tr>
<th>Approved</th>
<th>Operational Area Name</th>
<th>Operational Area Description</th>
<th>View</th>
<th>Edit</th>
<th>Delete</th>
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# EOPS Screen Shots

## Assigned Employee Jobs

### Select an Operational Area

- Agricultural Research Stations-Research Greenhouses

### Assign Employee Jobs

### Un-assign Employee Jobs

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Record</th>
<th>Dept ID</th>
<th>Employee Name</th>
<th>Employee Class</th>
<th>Payroll Status</th>
<th>FTE</th>
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Showing 1 to 5 of 5 entries
EOPS Future State Discussion

• Showcase presentation (April 2015) generated interest from various units (CoE, L&S, SoE)
  • Interest in working with CoE in sharing developed systems (EOPS & Performance Management Tracking System)

• How does/should EOPS fit into EITDM?
  • How can we best expand EOPS to meet the needs of other campus units?
  • Where do we go from here?
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