



Project Overview Statement

Executive Summary

Project Title: Automation of Federal Work Study Payroll
Project ID: 21
Project Leader: Marcia Conliffe
Department: Student Affairs
Executive Sponsor: Silvia Husain

PROJECT BUSINESS CASE

Project Overview

Provide the campus department with the ability to enter the time and attendance (Payroll information) for their Federal Work Study students. The data entered for time and attendance would be validated against federal regulations. (i.e. maximum number of allowable hours)

Student Financial Services would receive reports detailing the eligibility including GPA, and enrollment status. Reports would indicate when fund criteria is not being met and alert SFS when a student is approaching the maximum of his/her FWS funding.

- Accurate Federal Work Study Payroll entry
- Elimination of manual eligibility verification and input of hours
- Pro-active notification for Federal work Study funds are about to expire
- Cost savings to the college

Business Goals

Accurate, timely, and efficient recording of Student Federal Work Study payroll will be achieved by the automation of this process. An approximate gain of three days per payroll period will be gained by the automation of this manual task.

- Increase in productivity
- Reduction in errors and worker displacement
- Pro-active approach to resolving ineligibility issues and department notifications
- Reduction in student over awards.
- Reduction in paying students who have been terminated. (\$10-\$20K per year)
- Reduction in late payments to students
- Students and supervisors will be able to communicate directly on any payroll issue.

Success Factors

The success of the automation of the payroll input and student eligibility status reports will give Student Financial Services the tools necessary to monitor student's progress and use of the Federal Work Study program. Departments can be notified *before* a worker is about to reach his/her maximum and can no longer provided services.

- The Federal Work Study Program will operate within budget
- Students and employers/departments will be aware of the student's eligibility status.
- Departments are taking an active role in the success and future of the student.
- Programming and testing resources will be required to implement this project.