



Project Overview Statement

Executive Summary

Project Title: Electronic Processing of Payroll Vendor Payments
Project ID: 164
Last Updated: 4/19/2007
Project Leader: Shirley Hoefler
Department: Payroll
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

Our vendors are requiring us to EFT their payments accompanied by a file that details the total of the payment and identify the employee and amount the payment represents.

- We are currently manually doing this process
- Our vendors are requiring BCC to electronically provide the information we are currently sending as a hardcopy report.
- Task required: Extract the detail payroll data by vendor, and send the file to a 3rd party for processing.
- EPARS is our current TSA consultant and they will do this processing for us at no cost.
- A one day float will provide their revenue

Business Goals

Automate the current manual process which requires the processing of 30 to 40 vendors each pay period and a minimum of ½ of a staff person's time.

The alternative is our staff having to sign onto each individual vendors site and manually transmit the PDF version of a report produced by our payroll system which will still require more staff time than our current manual system.

- Value – save staff time
- Meet vendor (business partners) requirements

Success Factors

- Reduced staff time to process Payroll vendor payments
- Reduce the time required to credit employees TSA payments to their accounts