Colleague Project Review

Project Title: Online Leave Process
Date: 9/17/2007

Reviewed by: Lori Bascom

Project Sponsor: Rick Anderson

Request Scope: Business Services/payroll would like the ability for staff to enter leave request online and also for supervisors to approve the request using EagleNet.

Questions:

1. **Is there a Datatel delivered process?**  
   Yes, Datatel does have an online leave form, but it does not have the ability to allow supervisors to go online and approve the leave form nor does it write to the file that updates and retains leave information.

2. **Is there a work around available at this time?** No.

3. **Custom Source Management vs. customer satisfaction?** Custom Source.

   Thus would have to be a custom source project. We have a package of files and source code sent to us from Tulsa Tech.

4. **Can this be an in house project or need to be out sourced?**

   We can do this in-house incorporating the software package sent to us from Tulsa, however, this package was delivered prior to the R18 upgrade and I need to contact Tulsa and find out if their custom work is R18 compliant or if they had to modify it post-R18.

5. **Estimated timeline?**

   3-4 months, **hopefully we can have this done** by the end of the year

6. **Resources available?**

   Lori Bascom, payroll department and a pilot group for testing purposes.

7. **Cost factor?**

8. **Return on investment?**
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Application Support Detail Review:

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