Centralization vs Distributed vs Self Service
A Brief Overview

In order to have a successful CMS implementation, one of the largest challenges for this project is deciding who and how data is entered into the system. CMS provides several tools for entering data into the system. However, CSUF needs to determine what the best and most effective tool for entering "high volume" transactions (e.g., student employment).

CSUF has two options:

1) Create a centralized unit within the Administrative Offices to collect, review and enter data into PeopleSoft.

2) Provide a method for departments to enter 'high frequency' employment information directly into PeopleSoft.

The goal is to find a solution for data entry into PeopleSoft so that best business practices continue and does not cause a significant impact to divisions, colleges, or departments.

Centralization - An administrative unit would be created with the sole purpose of HR data integrity within CMS and no changes would be made to the application for dealing with 'high frequency' transactions.

Pros	Cons
• Less impact on the campus departments. • Data consistency entered into PeopleSoft. The new unit would be responsible for auditing and ensuring data integrity.	• Perception by the campus of 'additional layer' of administrative bureaucracy which may slow the process. • New positions would be created and filled.

Distributed - Departments are given some access to securely enter information needed directly into PeopleSoft. Some review and approval steps would be built in. Other impacted areas would have enough information to complete their job.

Pros	Cons
• Leveraging PeopleSoft CMS functionality to streamline a 'high frequency' transaction. • Replacing forms with data entry into PeopleSoft • Utilizing technical solutions developed by other CSU campuses.	• Project resource impact for development, testing, training, rollout and on-going maintenance. • Large change to existing process which require 'pilot' departments to test and phase in the new solution. • Altering the solution in the future to work with our roll-out schedule of Labor Cost Distribution. • Maintaining scope and managing department expectations to ensure this solution does not grow into a large development effort.

Self Service - Users would view and change personal information (addresses, telephone numbers, emergency contact information). In addition, staff and faculty would be able to view their leave balances. All staff, faculty and student employees would automatically have self-service access. (Request for access to PeopleSoft HRSA or Financials is not required). ***Self Service is not connected in any means to centralization or distributed.***

All staff, faculty and students will access PeopleSoft via the CSUF portal, using username login and password.