



## Accelerate Productivity. Prevent System Abuse. Standardize Procedure. Simplify Approval. Save Time.

### Background

The Colorado Community College System (CCCS) is the state's largest and fastest-growing system of higher education. CCCS is unique in the country in terms of its governance and oversight responsibilities, including governance responsibility for state community colleges offering a variety of career and academic programs.

### Points of Pain Addressed

For any employer, tracking employees' paid time off (PTO) and leave requests is an important aspect of HR's responsibility. For CCCS, their paper-based process was inherently error-prone. This cost them the extra time required not only to complete the process in the first place, but to correct mistakes. In addition, they also found that they were throwing away money on inflated (PTO) payouts to exiting employees.

### Key Benefits

What makes the Ultimus Adaptive BPM Suite more effective than using a manual, paper-based system to submit, track and approve PTO and leave requests?

### Automation

Instead of using an entirely manual process, employees now can enter timesheet data and leave requests into electronic forms, saving information that is then carried automatically to the appropriate people and systems for approval.

### Accountability

The paper-based system offered no reliable way of knowing whether employees were taking time off without reporting it. Some employees were being paid out on leave they had taken but not reported. Now that leave time is tracked automatically CCCS can ensure that all leave time is reported and that no unreported vacation days are taken.

### Precision

Manually filing, routing, and storing paper forms often led to errors in data entry and misplaced forms. This cost HR managers and employees hours to make corrections, retrieve a lost timesheet or replace it with a new one. By automating the filling out, submission, approval and tracking of leave request forms and time sheets, HR saves 40 hours a week.

### Standardization

Employees would often have difficulty finding the latest versions of forms and documents because paper copies of forms were scattered in different locations and multiple versions were in circulation at once. Now forms are centralized and standardized.

### Productivity

HR personnel can quickly perform month-end HR reporting without excessive data entry, they no longer deal with lost forms, and are relieved of the burden of fielding employee inquiries because workers now have access to self-service features for checking leave balances and payroll details.

The Ultimus Adaptive BPM Suite is now being used to automate leave and timesheet processes at CCCS's system office and at Pueblo Community College (PCC), where they have now realized reduced abuse of leave time, eliminated the equivalent of one full time administrative employee, and increased productivity of both HR personnel and other employees. They are now rolling out the workflow support for a range of other tasks, such as travel authorization requests, travel expense reporting, new hire processes and conference hall rentals.



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