

A Look at the Automation of Business Processes

BY HEATHER OAKLEY

PILLAR: Infrastructure

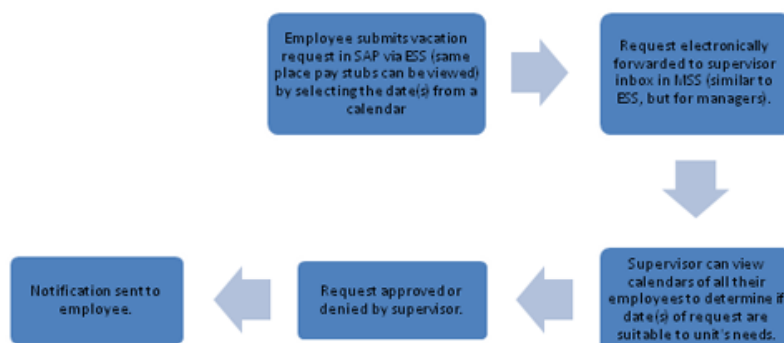
I have been assigned to a project team in Business Services that is responsible for setting the stage to support the eventual implementation of automated workflow. Electronic technology will reduce our current manual and paper approval processes. What does this mean to you? At some point in the future, this will translate into electronic timekeeping (timecards) and leave processing.

Our project group, made up of individuals across many units in Business Services, has been tasked with proposing an organizational structure within SAP that would support the automation of many business processes across the University, including Regional Campuses. This is no small task considering the number of business processes in place at the University!

The group has been gathering data about the capabilities of SAP, reviewing which functional tasks could be automated and which require approvals; how reporting and SAP interfaces will be affected by a change in organizational structure within SAP and much, much more.

Our next step will be to get a technical solution from the SAP team to present with our business case to our project sponsors.

As part of the project, we were able to view a demo of electronic leave processing. It was very slick — no paper Form 33 Absence involved! Below is a simplified version of the electronic process.



Another exciting development for the future is the electronic capture of time where employees may enter their hours worked directly into SAP and then routed to the supervisor electronically for approval.

These are just a couple of ways that business processes will be changing in the future. We still have a lot of work to get there, but the progress that is being made is very exciting.

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OFF THE SHELF

Continuing Vacancy

- Head, Division of Archives and Special Collections and University Archivist
- Marketing Associate, AP

Transfer

- Allen Bol, ILL to PNHS and DPIA

To view all Purdue job postings visit the [Purdue employment page](#). If you have additional questions, contact [Michelle Conwell](#), 494-2899.

LIBRARIES IN THE NEWS

UNS Press Release, October 21, 2010
[Town hall set for panel of top science journalists on Nov. 4](#); Purdue Libraries a sponsor

UNS Press Release, October 28, 2010
[Civic Theatre's director to give 'Tales of Terror' presentation Thursday \(Oct. 28\)](#); hosted in UGRL

Purdue Exponent, October 28, 2010
Students need place to be Makers 24 hours each day; letter to the editor mentioning DLC and libraries

Celebrating Research 2010

BY SCOTT BRANDT

PILLAR: Robust Research and Scholarship Program



Celebrating Research and Scholarship is an annual event for librarians to present on and discuss recent, ongoing or future research projects and library science scholarship. This year there were 19 presentations (compared to last year's 16) ranging from several information literacy projects, to collection and user analyses to collaborations with other disciplinary faculty.

This year a new format was tried, giving presenters more time and more slides to allow for a more detailed presentation than previous "speed dating" approaches. Afterwards, presenters and audience members discussed research over lunch.

Abstracts and presentations are on the Libraries' Intranet page under Research Council at: <http://intranet.lib.purdue.edu/display/Councils/2010+Celebrating+Research+and+Scholarship>

Libraries Extend Hours to Help Students Prepare for Finals

BY BETH McNEIL

Guiding Principle #4: Providing excellent customer service

The end of the semester is almost here and once again Purdue Libraries will be extending hours in four of our libraries: ENGR and UGRL will be open 24-hours beginning Sunday, December 5, and HSSE and MEL will extend their hours during finals week. All other libraries will keep their regular hours.



Staff are needed to help cover some of the extended hours. No reference experience is required, and training in circulation, building and emergency procedures and food and drink policies will be provided. Typically, shifts are scheduled to allow for maximum coverage and, if possible, a regular staff member will be present for each shift.

If you are interested in participating or have questions, please send **-email by Friday, November 19** to the Operations Coordinators for the participating libraries.

ENGR is seeking staff from throughout Purdue Libraries — contact [Amanda Gill](#)

UGRL is seeking staff from throughout Purdue Libraries — contact [RaeLynn Boes](#)

HSSE (HSSE staff/faculty — work with Linda Rose to cover extended hours)

MEL (MEL staff/faculty — work with RaeLynn Boes to cover extended hours)

We hope to rearrange schedules as much as possible to allow wide participation by staff and faculty. A combination of overtime and flex scheduling is possible, consistent with the pay period and supervisor's permission. Biweekly staff and monthly non-exempt staff members who work night hours as overtime will be paid time-and-a-half. The maximum amount of overtime allowed in any 24-hour period is 8 hours; the maximum in any work week (Monday through Sunday) is 20 hours. Monthly exempt staff and faculty could adjust their schedules as appropriate.

Thank you so much to everyone who has helped keep the Libraries open in the past and to new volunteers who are able to contribute a few hours of time at the end of this semester. This initiative would not be possible without your help!

For a list of all library hours visit: <http://www.lib.purdue.edu/libraries/hours/201011/ExtendedHoursFall10.html>

UNS Press Release, October 28, 2010

[Purdue Libraries to host treasure hunt, other GIS Day activities](#)

Also appeared:

- [Directions Magazine](#)
- [Media Newswire](#)
- Lafayette Journal & Courier (Campus Briefs)

Channel 9 (Chattanooga, TN), October 29, 2010

[Oct. 29, 1863 - Confederates Lose Battle of Wauhatchie](#); papers published by Purdue University Press

PRLog, October 29, 2010

[Sales Brick for Groundbreaking Book on Demolition](#); published by Purdue University Press

WLFI-TV18, November 1, 2010

[High tech scavenger hunt at Purdue](#); video, Catherine Fraser Riehle workshop, Chris Miller interviewed

Purdue Today, November 1, 2010

[Thumbs Up](#); Roger Strater and UGRL staff recognized

Byron's Babbles, November 3, 2010

[Effective Teaching Enhanced by Technology](#); blog post about Learn Lab by Byron Ernest, Lebanon High School Ag Teacher

SPARC, November 3, 2010

[New Research Project Explores "Library Publishing Services: Strategies for Success"](#)

The Chronicle of Higher Education, November 7, 2010

[Reader Choice, Not Vendor Influence, Reshapes Library Collections](#); Judy Nixon quoted

Purdue Today, November 9, 2010

[Purdue Profiles: Michael Witt](#)

ANNOUNCEMENTS

Annual Faculty & Staff Recognition and

Arts & Craft Show and Sale

Tuesday, December 14, 2010

2:00 p.m.–3:30 p.m.

STEW 279

Purdue's Bellwether of Diversity: The Life and Legacy of Dr. Cornell Bell

Archives & Special Collections
September 23 – December 22, 2010
HSSE 4th floor

Staff Members Recognized for 480 Years of Service!

40 Years

Carolyn Laffoon
Connie Smith

35 Years

Becky Hunt
Sharon Shuman

30 Years

Susan Calvert
Candy Sheagley

25 Years

Lori Bryant
Nancy Hewison
Connie Richards

20 Years

Vikki McLaughlin
Judy Schumaker

15 Years

Claire Alexander
Elaine Bahler
Bert Chapman
Brenda Martin
Ellen Risk
Maureen Sharp
Marti Worden

10 Years

Donna Ferullo
Amy Van Epps
Jessie Morefield
Tonya Wichterman
Michael Witt

The honorees will be recognized by the Libraries Administration and staff on Tuesday, December 14 from 2:00 p.m.–3:30 p.m. in STEW 279. Please plan to attend and offer them your congratulations.

New staff that have joined the Libraries since November 2009 will also be welcomed and recognized. They include: Bryan Briones (ADM) and Julie Hillgrove (HR).

The Annual Arts & Crafts Show and Sale will also be held at this time. This event is in its 18th year and continues to highlight the many talents of some of our staff. Contact [Dot LanzaLotto](#) for more information.

***The Kite Runner* Trivia Contest - Round Three**

BY CATHERINE FRASER RIEHLE

PILLAR: Campuswide Information Literacy

Abu Zafar Shahriar, a graduate assistant in the MEL Library correctly answered all of round one questions. The person answering the **most total questions** from all three rounds will receive a gift basket featuring an assortment of related items.



Round two questions and answers:

1. What does Amir put under Hassan's mattress to frame him? — Money and a wristwatch that Baba gave Amir as his birthday gift.
2. According to Baba, all sins are a variation of what one and only sin? —Theft
3. At what age does Amir flee Afghanistan with his father? — 18
4. Why do Baba and Amir leave Kabul? — Because of the Soviet invasion of Afghanistan

Round three questions:

KUDOS & CONGRATULATIONS

Roger Strater and the **HIKS Library Staff** for their recent "Thumbs Up" recognition in *Purdue Today*.

Michael Witt for his [Purdue Profiles](#) in *Purdue Today* as he and his family prepare for his trip to Egypt as a Fulbright Scholar.

LIBRARIES STAFF A-Z

PAT KANTNER
Digital Programs &
Information Access
Head, Resource
Services



Q. What do you enjoy most about your job and why?

A. I have enjoyed collaborating with Libraries colleagues on a variety of projects and initiatives over the years. That variety and all the changes have kept things interesting and continue to do so.

Q. How long have you worked in the Libraries and at Purdue?

A. I came to the Libraries in 1986, "for 3-5 years" that have somehow stretched into 24 and counting.

Q. What is one unforgettable experience that has happened to you or your coworkers while working in the library?

A. One unique experience that dates back to sometime in the 90s was heading outdoors one afternoon, along with many others on campus, and donning special glasses to view a partial solar eclipse.

Q. What's your favorite book, Web site, movie or database?

A. There are many that I like, but one book series — a relatively recent discovery — is Terry Pratchett's Discworld novels. Great fun, but with serious and pointed commentary running beneath.

Q. Coffee, tea, water or soft drink?

A. I like them all, but without coffee, I wouldn't be able to hold a steady job.

Q. What do you like to do for fun?

A. Read, garden, watch movies, go to the theater (Purdue and Civic), travel, and not least, keep up with family via Skype.

Q. Feel free to include any information about yourself that you would like to share with the staff?

A. Haven't I caused enough trouble?

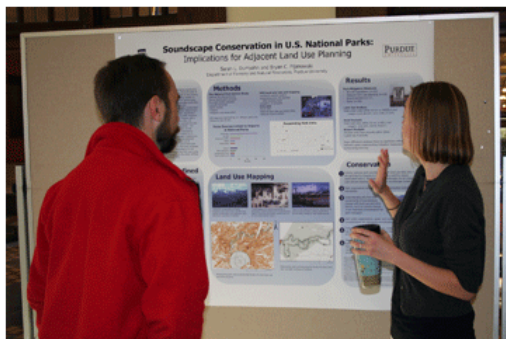
1. In which state do Baba and Amir end up in the United States?
2. What does Amir decide to study in college?
3. From what does Baba die?

Answer as many questions as you can and submit the question along with your answer to tmabrown@purdue.edu by 5:00 p.m. Friday, November 19.

For more information on the Common Reading initiative, check out: <http://www.purdue.edu/sats/commonreading/index.html>.

GIS Day @ Purdue

PILLAR: Robust Research & Scholarship Program



On Tuesday, November 8, 2010, the Purdue University Libraries hosted events for the fourth annual Geographic Information Systems (GIS) Day at Purdue. A workshop was held in the morning with Mark Ehle of the Tippecanoe County GIS followed by a poster and demo session in the Union and concluded with a Q&A with Purdue Alumni at Oak Ridge National Labs.

LIBRARIES INSIDE NEWSLETTER November 11, 2010, Volume 4: Number 23

Comments and suggestions are invited. Send information to Teresa Brown/INSIDE/STEW 264, 49-47178 or tmabrown@purdue.edu

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WHAT'S COOKING?

Southern Pecan Pie
Visit the [Libraries Intranet](#) site for this recipe.

Send recipes to [Teresa Brown](#).

COPY DEADLINE

Copy for the November 23 issue is due by November 22, 2010. Send to [Teresa Brown](#).