

San José State University Research Foundation

APPENDIX ON THE NUMBER OF ERP USERS

Our business is growing and over the course of the next seven years, we plan to double our \$48M in research expenditures. As such, the headcounts listed below will naturally grow as we approach our goal in 2030.

Q1: Number of users needing accounting access(work on actual accounting functions and transactions). Some include full access to IT administrators.

A1: The users needing accounting access are the Central Office employees, the IT team, and the finance consultants (if any). The total approximate headcount is 50.

Q2: Number of users needing Executive/Read Only access (run reports, create reports, dashboard access-- no transactions). Some include auditors for read only access.

A2: The users who need the Executive/Read-only access are the R&I staff, Principal Investigators, and college/department/project admin staff on campus, MLML, NASA, and other locations. The approximate headcount is 750, but most users only access the system occasionally to check the project balance or to approve their staff's timecards or requisitions. The concurrent users could be 50.

Q3: Number of requestors seeking PO/Requisition/AP Approvals

A3: We have 135 requestors seeking PO/Requisition/AP Approvals since 1/1/2022, and adding the OSP analysts and AP staff who need to review and process the POs, the approximate headcount is 150. Please remember that we have 704 active PIs/co-PIs, so the actual number of requestors seeking PO/Requisitions/AP Approvals could be bigger.

Q4: Number of Administrators/Managers of HR functions

A4: HR staff will need Administrator/Manager access. One or two IT staff may also need access for reporting or troubleshooting. Total: 7

Q5: Number of Employees Managed in Payroll/HR (Avg of employees paid per cycle. Intro letter states 900 active employees)

A5: We have approximately 900 active employees and issued 1,407 W2s in the 2022 tax year.

Below is some additional information that may be helpful.

- As of 5/18/2023, there are 1117 active GL accounts and 411 active JL accounts in the system.
- As of 5/18/2023, the system has 704 active PIs or co-PIs.
- As of 5/18/2023, we have 865 employees with active assignments.

- Since 5/1/2023-5/15/2023, we issued 556 payroll payments.
- Since 5/1/2023-5/15/2023, we issued 178 AP payments.
- Since 1/1/2022, 1467 employees have submitted timecards and 252 approvers/managers/supervisors have approved timecards.
- We provide 12-month access to employees after separation/termination, so we need about 2,000 employee logins.