



## Planning and Evaluation Tracking

College Year: 2009-2010

Division of: Finance & Admin. Svcs.

Person Responsible: Terry Berg

Department of: Human Resources

Person Responsible: Lynn Thornton & Brenda Waren

**Purpose Statement:** To assure the College provides human resources and payroll services to all employees including benefits and explanation of responsibilities, benefits, privileges and rights of employment and assure that the college is in compliance with all state and federal employment laws.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Receive appropriate paperwork from departments on time and completed accurately. Primarily the Personnel Form 310.	1. After a training session, clerical staff that completes Personnel Form 310 and other HR paperwork will accurately complete these forms (primarily 310) in a timely manner 75% of the time as measured by a log of 310 discrepancies.	2005-2006 Log of 310 for October, November, & December 2005. Received 173 Personnel Form 310s. 104 were incorrect and 69 were correct. 60% of the 310's were incorrect.	2005-2006 Results not achieved but satisfied that we are moving in the right direction. Tracked Personnel Form 310's starting November 14, 2006. Will track for the next 3 months to determine if there is any improvement in the 310 completion. Possible solutions include revising forms to make them more user friendly, provide checklists for supervisors to use in completing forms, and establishing training in areas identified as being most error prone.
		2006-2007 Log of 310 for Nov., Dec. 2006 & Jan 2007. Received 147 Personnel Form 310s. 101 were correct and 46 were incorrect. 69% of the 310s	2006-2007 College-wide training session was conducted on October 10, 2006. The HR Manager is continuing to do 310 training in the New Employee Orientation

		<p>were correct and 31% were incorrect.</p> <p>2007-2008 1. Log of 310s for Nov., Dec. 2007 &amp; Jan 2008. Received 123 Personnel Form 310s. 82 were correct and 41 were incorrect. 67% of the 310s were correct and 33% were incorrect.</p> <p>2008-2009 Approximately 152 Personnel Form 310's were received during the Nov.-January time period. 94 (62%) were correct and 58 (38%) were incorrect.</p>	<p>Sessions. There has been significant improvement to this area.</p> <p>2007-2008 The HR Manager is continuing to do 310 training in the New Employee Orientation Sessions. There has not been any improvement. Status quo at this time.</p> <p>2008-2009 Analysis This year we did not have as many forms accurately completed.</p> <p>2009-2010 Plan of Action Will have more training sessions for current employees to train them on the Personnel Form 310. Will continue to log 310's and will identify individuals who continue to inaccurately complete the Personnel Form 310 and attempt to work with them on the accurate completion of 310's.</p>
<p>2. Document Imaging – Electronically store personnel file information through document imaging and not store paper documents.</p>	<p>2. Use the recently authorized document imaging and management software to eliminate storage of paper files. Initially using electronic documents for new files and, over time, converting existing files.</p>	<p>2005-2006 On or before January 1, 2010 eliminate the need for most (if not all) filing cabinets for Human Resources' employee records. 30% achievement is expected.</p> <p>2006-2007 Currently are working on</p>	<p>2005-2006 Electronic document storage will facilitate research and retrieval of employee information allowing Human Resources to provide better, more timely service.</p> <p>2006-2007 Only completed scanning and</p>

2007-2008

3. Human Resources are implementing the NovusHR Solutions Applicant Tracking system. This should eliminate some paper processes and will send the information electronically to the departments.

3. Less paper to process and time management should improve with this new process.

imaging personnel files. This is a work in progress for the 2007-08 year.

2007-2008

Budgeted for a non-appointed employee to work on imaging personnel files.

2008-2009

95% completion of scanning of all personnel files in Human Resources.

2007-2008

Turned on NovusHR in May 2008. Discovered some changes were not implemented by NovusHR and are currently waiting on the software changes to be made. HR is the only department with access to NovusHR at this time.

2008-2009

This system has continued to have problems and IT and HR are still currently trying to resolve the problems. This system is in the testing phase with various departments on campus.

linking about 8% of the personnel files. Working toward completing more before the end of the year.

2007-2008

Hired Rachel Mora, who retired from HR, to return and work non-appointed to image personnel records. Rachel just began working October, 2008.

2008-2009 Analysis

Rachel Mora assisted in getting 95% of all document imaging completed for 08-09.

2009-2010 Plan of Action

This project will be completed and closed this year.

2007-2008

Applicants are able to apply online since May 2008. NovusHR is working on the software changes requested.

2008-2009 Analysis

IT and HR has resolved system problems with Novus HR. This system is currently being tested by various departments on campus.

2009-2010 Plan of Action

Plan on college-wide implementation during the 2009-2010 fiscal year.

2008-2009

4. Online Pay Stubs & W-2's. Reduce paper documents, IT and HR workload and employees would have access to their payroll information via WebAdvisor.

2008-2009

4. Objective is to have 100% of the College accessing pay advices via WebAdvisor. Reduce paper documents. Unable to implement W-2's on line due to federal regulations.

2008-2009

Went from 0% to 6% of employees accessing Payroll Advices online.

2008-2009 Analysis

IT and HR were the first 2 departments to receive online pay advices. Have recently added the Business Office, College Relations, Purchasing and President's Office to begin receiving online pay advices. 2009-2010 Plan of Action Plan on 100% of college employees to receive their pay advices online.

2008-2009

5. Web Time Entry for student and biweekly employees.

2008-2009

5. This would lessen the load on the HR Specialist and Accounting Clerk III positions.

2008-2009

Researched the requirements for web time entry with Colleague.

2008-2009 Analysis

IT department has changed how they operate and require departmental information. This has changed the hierarchy process. 2009-2010 Plan of Action Closing this out due to changes in IT.