

PET FORM  
Planning and Evaluation Tracking  
(2012-2013 Assessment Period)

Division of: Finance & Admin. Services

Person Responsible for this Division: Terry Berg

Department of: Human Resources

Person Responsible for this Form: Lynn Thornton & Brenda Waren

Purpose Statement (With Last Updated Date): To assure the College provides human resource 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 state and federal employment laws. Updated-9/4/12.

Goal #4 of the strategic plan (*Goal 4: Ensure the College's Future*). Goal #4 of the No Excuses plan (*Goal 4: Persistence from Term to Term and Year to Year*)

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**Goal Statement #1: Receive appropriate paperwork from departments on time and completed accurately, primarily the Personnel Form 310.**

**Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):** 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.

- Results (Provide Numbers and Percentages for Quantitative Data)
  - 2011-2012 – Logged 310's for November, December 2011 and January 2012. 247 of 300 forms (82%) were correct, 18% were incorrect.
  - 2010-2011 – Logged 310's for November, December 2010 and January 2011. 203 of 222 forms (91%) were correct, 8% were incorrect.
  - 2009-2010 – Did not log 310's due to other projects.
  - 2008-2009 – Log of 310s for November, December 2008 and January 2009. Received 152 Personnel Form 310s. 94 of 152 forms (62%) were correct, 38% were incorrect.
  - 2007-2008 – Log of 310s for November, December 2007 and January 2008. Received 123 Personnel Form 310s. 82 of 123 forms (67%) were correct, and 33% were incorrect.
  - 2006-2007 – Log of 310 for November, December 2006 and January 2007. Received 147 Personnel Form 310s. 101 of 147 forms (69%) were correct, and 31% were incorrect.
  - 2005-2006 - Log of 310 for October, November, and December 2005. Received 173 Personnel Form 310's. 104 of 173 forms (60%) were correct, and 39% were incorrect.

- Analysis  
**Provide Previous Data/Result Analysis**  
**(Include if benchmark was met and how results relate to outcome statement):** Analysis: 2010-2011 we did not hold any training sessions due to the implementation of Web Time Entry, but did counsel with departments that had persistent problems in completing the Personnel Form 310.
  - Improvements  
 Counseled with departments that had persistent problems in completing the Personnel Form 310.
  - Recommendations/Actions for 2012-2013
    - Person Responsible (Who will complete the action?): Brenda Waren
    - Action Plan: Plan of Action: 2012-2013 – Will log and track the 310's for November, December 2012 and January 2013 to determine which do not meet expectations upon submission.  
 Continue training sessions and one-on-one training sessions with departments that are struggling to complete the 310 correctly.
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): On-going
    - Budget Information Needed for Future Action (Cost/Details): None
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**Goal Statement #2:** Implement Novus HR Solutions Applicant Tracking system. (created 2007-2008) (AC Strategic Plan through 2015: Strategy 4.1)

**Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

2.a. All hiring personnel will submit personnel requests electronically via Novus HR. HR will train the support staff and hiring managers in one-on-one training. (created March 2011)

2.b. All candidates applying for benefits eligible positions apply electronically through Novus HR after reviewing the positions that are available on the HR website. Hiring managers will review qualified applicants electronically through the Novus HR system. (created March 2011) **(AC Strategic Plan through 2015: Task 4.1.1)**

- Results (Provide Numbers and Percentages for Quantitative Data)

2009-2010 –

2.a. All hiring personnel submit job requests via Novus HR. This process is now paperless.

2.b. Candidates applying for benefits eligible positions all apply online and this process is now paperless.

- Analysis

Provide Previous Data/Result Analysis

**(Include if benchmark was met and how results relate to outcome statement):**

2011-2012 – AC continually reorganizes and this requires that the workflows in Novus be updated frequently.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year Based on the **2010-2011** PET Results: Hierarchy has been completed, but will need to be updated as departments reorganize.
- Evaluate Why Improvements Were Successful/Were Not Successful: Successful because hierarchy was changed and workflows in Novus are currently working.
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details): None

- Recommendations/Actions for 2011-2012
    - Person Responsible (Who will complete the action?): [Brenda Waren/Janet Barton](#)
    - Action Plan: [Maintain hierarchy as the college reorganizes periodically. This will be ongoing.](#)
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): [Will change when the college reorganizes.](#)
    - Budget Information Needed for Future Action (Cost/Details): [None](#)
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**Goal Statement #3:** [Implement online processes for pay advices and W-2s. \(created 2008-2009\) \(AC Strategic Plan through 2015: Strategy 4.1\); \(No Excuses: Poverty- Constant access to financial information\)](#)

### **Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):** [After notifying employees of the shift to paperless documents to save AC funds, all employees including student workers will access these documents via Web Advisor and no one will request printed documents from HR. \(Revised March 2011\) \(Created 2008-2009\) \(AC Strategic Plan through 2015: Task 4.1.1\) \(Goal 4: Persistence from Term to Term and Year to Year\)](#)

- Results (Provide Numbers and Percentages for Quantitative Data)
  - **As of Jan. 2011** – [Number/Percent Opted to Use Electronic W-2's - 465 of 1852 \(25%\)](#)
  - **2009-2010** – [February 2010 all employees \(100%\) of AC began accessing Payroll Advices online.](#)
  - **2008-2009** – [Went from 0% to 6% of employees accessing Payroll Advices online.](#)
  
- Analysis  
 Provide Previous Data/Result Analysis  
 (Include if benchmark was met and how results relate to outcome statement):  
[2009-2010 – All AC employees access Payroll Advices online as of February 2010. The pay advice access has been successfully completed. W-2's cannot be mandatory electronic distribution due to federal regulations.](#)
  
- Improvements  
[2009-2010 –The pay advices online is complete but the W-2's need to be transitioned to paperless. January 2011 employees had the option to consent into the electronic W-2. Electronic W-2 forms allow all employees \(including students\) to have easy and constant access to their payroll and W-2 information.](#)
  
- Recommendations/Actions for 2011-2012
  - Person Responsible (Who will complete the action?): [Brenda Waren](#)
  - Action Plan: [Completed](#)
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date): [On-going](#)
  - Budget Information Needed for Future Action (Cost/Details): [None](#)