Planning and Evaluation Tracking

College Year: __2007-2008__

Division of: __Finance & Admin. Svcs.__   **Person Responsible:** Terry Berg

Department of: Human Resources   **Person Responsible:** Lynn Thornton & Brenda Bussey

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 1. 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 1. 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 1. Log of 310 for Nov., Dec. 2006 & Jan 2007. Received 147 Personnel Form 310s. 101 were correct and 46 were	2006-2007 1. College-wide training session was conducted on October 10, 2006. The HR Manager is continuing to do

		incorrect. 69% of the 310s were correct and 31% were incorrect.	310 training in the New Employee Orientation Sessions. There has been significant improvement to this area.
2. Lessen the Human Resources department dependency on paper files.	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.	2005-2006 2. 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. 2006-2007 2. Currently are working on imaging personnel files. This is a work in progress for the 2007-08 year.	2005-2006 2. Electronic document storage will facilitate research and retrieval of employee information allowing Human Resources to provide better, more timely service. 2006-2007 2. Only completed scanning and linking about 8% of the personnel files. Working toward completing more before the end of the year.
2007-2008 3. Human Resources is 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.		

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