

ADMINISTRATIVE OFFICES

2005-2006 Goals & Outcomes:

- *Design and implement a student employee orientation program. (Goal 3)* Status
Outcome: Postponed; however this will be reintroduced in the future as it is a worthwhile undertaking
- *Survey customers for feedback on such things as services provided, office efficiency, student online application system, etc. (Goal 1)*
Outcome: Postponed and will be addressed in the upcoming year's customer service initiatives.
- *Review, update as appropriate, and implement any changes to the company records retention policy. (Goal 5)*
Outcome: Completed.
- *Upgrade IFAS software to web based version 7i. (Goal 4)*
Outcome: Project is tied directly to the implementation of the HR module which was planned to be the first module to "go live" on 7i. We continue to work toward this goal.
- *Implement IFAS Human Resources Module. (Goal 4)*
Outcome: We have dedicated a lot of resources to this project but have run into many technical issues related to implementing over an existing payroll program. We are now required to take a revised approach but need assistance from the IT Department before we can move forward again with this project.
- *Reduce paper usage. Identify AS project directors utilizing CDD.net and eliminate monthly paper reports where possible. (Goal 5)*
Outcome: Ongoing. We currently have several AS users set up to use CDD.net. This translates into more accessible information rather than a true paper savings for the AS environment. We also have the ability to download many of our large reports without printing the entire report which saves large amounts of paper each year.
The University and Research Foundations currently have 808 users (16%) set up to receive no reports that translates to approximately 21 boxes of paper saved annually.
- *Eliminate the use of Social Security Number as the payee identifier in the accounts payable and payroll areas when applicable. (Goal 5)*
Outcome: Completed.

2006-07 Goals

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- Implement IFAS Human Resources Module. (Goal 4)