

ADMINISTRATION

Annual Objectives 2003-04

1. Train staff on the use of the ABRA personnel database software and implement full use of the system. (Goal 4)
2. Design and implement an inter-department return-to-work program. (Goal 5)
3. Create a comprehensive administrative manual for supervisors to include various topics such as student hiring process, employee benefits, time clock editing, and workplace safety. (Goal 3)
4. Oversee completion of comparability study. (Goal 3)
5. Implement nonresident alien software package and create procedures for process. (Goal 4,5)
6. Solicit feedback from staff regarding the services provided to help assess the needs of our customers and whether or not we are meeting those needs. (Goal 1)
7. Centralize computer support functions of the AS. (Goal 4)
8. Research and secure new warehouse space. (Goal 2)
9. Create risk management team to centralize contract process, assess risks, and set proper procedures to minimize risks. (Goal 5)
10. Control benefits costs by assessing current contracts and benefit structure. (Goals 3,4)
11. Reduce paper usage by a) eliminating the generation of monthly reports for areas that utilize electronic reporting, and b) producing portions of the annual budget packet electronically. (Goal 5)

Annual Objectives and Outcomes 2002-03

1. Develop an on-line application system for student employment. (Goals 1,4)
System was designed and implemented and used by potential student employees beginning spring 2003. System also utilized for on-line Personnel Action Forms (PAFs) for student employees.
2. Review of employee benefit package and interview potential new brokers. (Goal 3)
Contracted with local broker for employee benefits including life, dental, and vision insurance.
3. Issue request for proposal (RFP) and secure contract for comparability study. (Goal 3)
Commissioned Human Resources Strategies to conduct a wage and benefit comparability study.
4. Offer more staff development opportunities. (Goal 3)

Offered a series of professional development workshops throughout the year, including PDC days, with breakout sessions, in-house computer training, and a guest speaker.

5. Upgrade time clock software. (Goal 4)

Completed software update that provides supervisors and employees with increased functionality.

6. Create automated journal entries, streamlining calculation and distribution processes. (Goal 5)

Created automated journal entries, significantly reducing time spent in this area.