



**Program Review
Payroll Office
October 2008**

1. Mission of Department

The mission of the De Anza College Payroll Office is to provide service in processing of payroll for part and full-time faculty in accordance with policies and procedures established by the District Human Resource Office and the Faculty Association. This includes maintaining strong customer relations with diverse groups of faculty and administrators in keeping with the integrity of the institution.

2. Descriptive Summary

The functions of this office include: entering assignments in the HRS system for part-time faculty and full-time overload assignments, providing reports to the deans for review of class assignments, issuing Notification and Acceptance of Assignment letters on a continual basis through each quarter, processing employment and unemployment verifications, large class pay processing, additional pay processing for full and part-time faculty, leave reports, MSIs, non-teaching assignments and letters, overpayment letters, special check requests, evaluation and orientation pay, sub pay, office hour processing and pay, pay for cancelled classes, step and column changes, evaluations, work with Scheduler to verify or adjust course/load information in SI to ensure correct pay assignments in HR, work closely with District Payroll to adjust pay assignments for correction or retro pay, work with different error reports received from Operations to ensure correct pay. Attend monthly HRS meetings and the District Board room, and various miscellaneous additional duties as assigned.

FTE: 1 Classified Administrative Assistant I (N-42)

B Budget Summary: Annual operation budget for Personnel and Payroll: \$500

Strengths: I always meet deadlines and adjust my schedule according to department needs and payroll deadlines. I am willing to go above and beyond to satisfy customer needs and make explanation of processes as simple as possible, doing so with a positive and friendly attitude.

Weaknesses: One-person office with no backup. Student help is needed during rush times, filing, and especially preparing for bulk mailings of multiple flyers and teaching assignment letters. Paperwork coming in very late, especially for fiscal year end from quarters as far back as last summer, fall, winter and including spring. The breakdown of the printer being used slows down the process and having to use the printer in another room is not efficient or feasible since all paperwork is confidential in nature.

Trends: Increasing number of part-time faculty, new procedures and policies that take more time for processing. Paperwork being received after deadlines from divisions needing multiple signatures delays payroll processing, which add workload to everyone involved in the process.

3. Quantitative Workload Measurements

Payroll:	06-07	07-08	%e
Assignments entered, cancelled or changed after the SIS rollover to HRS	556	634	14.03
Office Hour forms entered	970	950	-2
Payroll Advance payments issued (Fall quarter only)	703	768	9.25
Part-time faculty orientation payments entered (Fall quarter only)	14	117	736
Payments for large classes	73	66	9.59
Changes to contracts entered	556	634	14.03
Payments for Orientation sessions, Opening Day and Workshops processed	203	320	57.64
Additional Pay	816	937	14.83
Evaluations	64	65	1.5

Additional Pay 06-07

06M 103
 06F 189
 07W 255
 07S 269

Additional Pay 07-08

07M 109
 07F 263
 08W 250
 08S 315

Large Class Pay

06F	27
07W	22
07S	24
07F	25
08W	20
08S	21

Contracts

Job Corp

After the Originals

06F	532	22	167
07W	547	28	205
07S	563	34	122
07F	547	29	211
08W	552	29	212
08S	562	32	211

4. Qualitative Measurements

Attend District HRS meetings to keep abreast of faculty contract changes, new personnel procedures and system changes – monthly – which ensure we provide up-to-date service procedures.

Provide consistent, valid, and timely professional response in the handling of special manual check requests.

Enter and update payroll data within a 24-day window prior to running payroll.

5. Planning Agenda

Reminders and a payroll website will be formed to assist divisions on proper procedures and timelines with appropriate forms available to assist them for a timely and accurate process.

How do planned actions support Master Plan Goals in next 1-2 years:

By continually evaluating our payroll services to faculty and staff, and then improving that service, our customers can put their full attention to teaching and addressing the needs of their students. Ultimately, the students will benefit from faculty and staff who are creative and effective, and student experiences at De Anza will be productive. New technologies have made former procedures more streamlined.

Strategic Planning-Payroll Department

1. How does your program or service respond /address the College's strategic initiatives?

I process part-time faculty and overload pay and continually work on finding more efficient ways to ensure proper payment by the deadlines set in place by the District. This way the faculty can concentrate on the students they serve and not on when and if they are going to be paid for the work they have done.

2. Which initiatives does your program or service respond to and in what ways can the response be measured or evaluated?

I serve all faculty in all divisions and departments and keep records of all their different areas of pay so at any time, they can be assured their paperwork has been processed correctly and can be accessed at any time.

3. How does the work of your program or service respond to increased access, growth, and retention and/or student equity?

By paying the faculty properly and on time and guiding them through any paperwork process, it will relieve some of their financial stress so they feel proud of their work and can focus more attention on their students.

4. What other programs/services are you working with to accomplish your proposed goals/outcomes?

I will be learning the new technology of the EIS before or when it is in place to enter faculty payroll. I have also planned with the Staff Development Office to present workshops for faculty and staff on how to complete payroll forms and leave reports correctly. This will help the payroll process run more smoothly and will prevent time loss due to making corrections.

I am also the chair of the Employee of the Month Committee which helps the morale of not only the classified professionals but the students, faculty and administrators who attend and participate in the celebrations.

5. What is important to understand about your program, or service and the consequences to the college if it was discontinued or reduced?

The volume and the importance of payroll are immeasurable. The hundreds of faculty that are processed each quarter in order for them to serve our students are critical to their continued employment and in keeping their enrollment at its peak.