

#33

COMPLETE

Collector: UnitAssessPlan (Web Link)
Started: Tuesday, May 15, 2018 2:02:52 PM
Last Modified: Tuesday, May 15, 2018 2:08:50 PM
Time Spent: 00:05:57
IP Address: 192.231.202.250

Page 1: GCU Unit Assessment Plan

Q1 Name of Administrative Unit.

Payroll

Q2 Name of the person completing this report. (Last, First)

Maureen Ryan-Hoffman

Q3 To which Cabinet Member does this unit report?**VP Finance and
Administration****Q4** Calendar Years for the Plan**2018-2020****Q5** State Goal 1 for your administrative unit.

WFN Upgrade – Phase II. Explore implementation of Time & Attendance for student workers and hourly staff.

Q6 State the Outcomes for Goal 1.

- | | |
|-----|---|
| 1.1 | 90% participation across ALL student worker departments. |
| 1.2 | 80% participation across nonexempt employees. |

Q7 State Goal 2 for your administrative unit.

Improve upon processes for additional faculty (overload, adjunct, IS, grant, admin, etc. – 2x annually) resulting in lessened time/effort to complete while maintaining accuracy, completeness and timeliness.

Q8 State the Outcomes for Goal 2.

- | | |
|-----|---|
| 2.1 | Reduction in resource/effort during additional faculty pay cycles throughout the year. (10/1, 11/1, 12/1, 3/1, 4/1, 5/1) (can't quantify a baseline to define %age decrease) |
|-----|---|

Q9 State Goal 3 for your administrative unit.

WFN Upgrade – Phase III. Explore implementation of Time & Attendance for nonexempt.

Q10 State the Outcomes for goal 3.

3.1

85% participation across exempt employees.

Q11 Give the Mission alignment for Goal 1.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q12 Give the Mission alignment for Goal 2.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q13 Give the Mission alignment for Goal 3.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q14 Give the alignment with the GCU Strategic Compass Point (s) for Goal 1.

Mission Fulfillment through Operational Efficiency and Utilization.

Q15 Give the alignment with the GCU Strategic Compass Point (s) for Goal 2.

Mission Fulfillment through Operational Efficiency and Utilization.

Q16 Give the alignment with the GCU Strategic Compass Point (s) for Goal 3.

Mission Fulfillment through Operational Efficiency and Utilization.

Q17 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 1 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q18 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 2 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q19 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 3 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q20 What metrics will be used to measure results of Goal 1?

Successful completion of implementation for student worker population.

*IF accepted, permission to move forward, successful completion of implementation for nonexempt population.

Q21 What metrics will be used to measure results of Goal 2?

Decreased resources allotted to faculty pay throughout the year while adhering to faculty pay schedules.

Q22 What metrics will be used to measure results of Goal 3?

*IF accepted, permission to move forward, successful completion of implementation for nonexempt population.

Q23 What will be the benchmark for successfully meeting Goal 1?

90% participation across ALL student worker departments.

80% participation across nonexempt employees.

Q24 What will be the benchmark for successfully meeting Goal 2?

Reduction in resource/effort during additional faculty pay cycles throughout the year. (10/1, 11/1, 12/1, 3/1, 4/1, 5/1) (can't quantify a baseline to define %age decrease)

Q25 What will be the benchmark for successfully meeting Goal 3?

85% participation across exempt employees.

Q26 Name the person(s) responsible for Goal 1.

Payroll Manager / AVP/ PR Accountant

Q27 Name the person(s) responsible for Goal 2.

Payroll Manager / AVP/ PR Accountant

Q28 Name the person(s) responsible for Goal 3.

Payroll Manager

GCU Unit Assessment Plan

Q29 In which year will Goal 1 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 1: Calendar year 2018**

Q30 In which year will Goal 2 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 2: Calendar year 2019**

Q31 In which year will Goal 3 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 3: Calendar year 2020**

Q32 Are there any additional comments you would like to add to this report? **Respondent skipped this question**
