

SSC3 - Phase 1 Process Change Implementation Dashboard

Not initiated	Consulting	Planning	Implementing	Complete
5	4	3	2	1
OR % Complete				
0%	25%	50%	75%	100%

EMPLOYEE RELATIONS - Manage certain processes & support diversity initiatives				
Function	Description	ACAFF	EM	STUAFF
Investigations	Conduct investigations and grievance hearings; Provide reports on discrimination, complaints & disciplinary matters. Advise employees, managers and leadership on policies and procedures			
Affirmative Action Plans	Create, draft and/or prepare annual Diversity Assessment Report (DAR) on behalf of the Shared Services units served. Submit report for data reconciliation			
Climate	Provide advice and leadership for the study of departmental climate issues			
TALENT ACQUISITION - Standardize & support select processes related to new employees				
Function	Description	ACAFF	EM	STUAFF
Criminal Background Checks	Oversee submission of CBC requests & monitor for applicants / employees; Communicate results appropriately			
Data Entry	Standardize new hire data entry into HRS. Includes person, position, job, manage profile and tenure tracking data. May be expanded with increased functionality			
Orientation Checklist	Provide onboarding checklists & resources to ensure provisioning, access & compliance with applicable law. Standardize Service Center processes for acclimating new employees			
Job Postings	Post advertisements for jobs; Track effectiveness of placements			
Position Approval	Develop & standardize automated workflow for requesting new positions & securing necessary approvals			
Search & Screen	Orient search and screen committees and provide consultation and support (i.e. coordinate S&S meetings, take minutes, retain records) throughout the recruitment process. NOTE: this does not include travel arrangements or coordinating schedules for finalists interviews			
Position Descriptions	Provide position description development services			
Succession Planning / Reorganization	Assistance regarding succession planning and reorganizations to optimize FTE use			
TALENT MANAGEMENT - Provide standards, training & resources on a variety of talent-related topics				

Function	Description	ACAFF	EM	STUAFF
Mandatory Trainings	Assist in tracking & monitoring completion of mandated training (e.g. Sexual Harassment, Data Security) for Shared Services population			
Performance Management	Standardize resources / materials for performance management. Advise on policies and procedures related to evaluations, performance improvement			
COMPENSATION & PAYROLL ADMINISTRATION - Manage data entry for selected processes & monitor reports to ensure compliance				
Function	Description	ACAFF	EM	STUAFF
Time and Leave Reporting	Ensure timesheets & leave reports are appropriately entered in HRS & approved by supervisors			
Payroll Error Reporting	Review payroll edits, payroll error messages & missing payroll reports; Make necessary corrections to payroll data			
One-Time Payments	Standardize data entry for all one-time payments to employees in HRS			
Additional Pay	Overloads and lump sum payments			
Pay Adjustments	Advise on policy and appropriate actions related to temporary lump sum or permanent adjustments for faculty or staff			
Pay Adjustments - Tracking	Route and manage requests for pay adjustments (i.e. overload, non-merit, pay for performance, temporary adjustments, etc) and enter into HRS			
Compensation Auditing	Review and audit HRS transactions related to pay adjustments			
Pay Plan	Advise on pay plan guidelines and assist supervisors in the allocation exercise. Coordinate with UBRs on files for budgeting. CAT access is limited to finance staff only			
BENEFITS ADMINISTRATION - Offer resources related to benefits & manage benefits data				
Function	Description	ACAFF	EM	STUAFF
Benefits Counseling	Standardize documentation; Provide resources & best practices for benefits counseling			
Retirement Counseling	Provide retirement information & counseling to employees before retirement consultation with ETF			
Leave Administration	Monitor leave reporting to ensure compliance with leave entitlements; certify sick leave amounts for retirement			

Leave Management and payouts	Advise staff on leave policies and usage; monitor MSS/ESS and enter leave payouts at end of appointment. Monitor and advise on sick leave reduction process			
Data Management	Process Benefit entries in HRS (e.g. adjusted continuous service dates) and other ETF data entry			
Rehired Annuitants	Monitor hours worked by rehired annuitants to ensure compliance with applicable restrictions under state law			
Leave Tracking	For intermittent or ongoing FMLA/WFML leave monitor hours used per approved leave			
PURCHASING				
Function	Description	ACAFF	EM	STUAFF
Procurement Intake	Determine pay mechanism and appropriate procurement process for all purchase requests.			
P-CARD ADMINISTRATION				
Function	Description	ACAFF	EM	STUAFF
Purchase Card Statement Storage	Receive and scan statement and appropriate documentation; Save to SharePoint storage site.			
Purchase Card Statement Audit	Confirm receipt and verify scan for statements and documentation. Provide high-level audit of statement for appropriateness. Cross-check received statements with active P-Card statements to ensure all statements are received and stored appropriately.			
ACCOUNTS PAYABLE				
Function	Description	ACAFF	EM	STUAFF
Direct Pay Audit	Audit Direct Pay submissions from Shared Service Center population.			
Payment Initiation	Initiate necessary documentation for the S/C/D for all Direct Pay/Low Dollar Order/Payment to Individual Request/External Requisitions.			
Purchase Order Audit	Audit Purchase Order submissions from Shared Service Center population.			
TRAVEL ADMINISTRATION				
Function	Description	ACAFF	EM	STUAFF
Expense Processing	Enter travel/misc. purchase expense requests into e-Reimbursement for requestor.			
Expense & Travel Audit	Audit travel/misc. purchase expenses for Shared Services population; Approve expenses for payment.			