**Patty Jobs**

**Campus Payroll**

**AUO**

**2/10/11**

1. **Mission/Purpose**

The mission of the De Anza College Payroll Office is to provide service in processing of payroll documents for part-time and full-time faculty in accordance with policies and procedures established by our departmental input with the District Human Resources Office, District Payroll and Faculty Association. This includes strong customer relations with diverse groups of faculty, administrators, and staff members in keeping with the integrity of the institution. We provide a learning literacy and communication environment for faculty to ensure more personal responsibility in areas of information that expedite the answers to their payroll concerns in order for timely processes to occur for monthly payroll. This helps with their well being to ensure their focus on the well being of their students.

1. **Program Purpose**

The functions and purpose of this office include: entering teaching assignments in the new Banner system for part-time faculty and full-time overload assignments, accessing reports for notification to deans and division assistants for clarity or correction, processing acknowledgements for quarter contracts continually throughout the quarter, correcting errors in the assignments in Banner and Self Service, processing employment and unemployment verifications, pay processing, additional pay processing for full and part-time faculty with load and no load, leave reports, MSIs, manual departmental faculty contracts, overpayment letters, special check requests, evaluation, orientation and opening day pay, sub pay electronically and manually, office hour processing and pay, pay for cancelled classes, step and column changes, work with the Scheduling Office and Academic Services to verify or adjust course/load information in Banner to ensure correct pay assignments, work closely with District Payroll and Human Resources to adjust pay assignments for correction or retro pay, continued checking of Self-Service Banner for faculty assignments compared with the SIAASGN scheduling screens, work with different reports from Merced to check and correct common errors, attend monthly HRS and staff meetings, attend training workshops, schedule meetings pertaining to Payroll issues, STRS coding for reporting, non-teaching coding for reporting, auditing different departmental Banner screens and occasionally checking the former Plus system for archived payroll history, and other duties as assigned including special projects by Budget & Personnel, Academic Services and the Instruction Office.

Campus Payroll encourages, supports, and pays faculty to attend workshops after our communicating new processes and procedures that generate more information needed for faculty, divisions, and departments that can be found in a workshop, a training, myportal special meetings, the faculty tab, and eventually, a campus payroll website.

**Outcome Statement**

Faculty and staff will feel more self-reliant when they have the tools to assist them with their campus payroll concerns. Faculty and staff will learn from Campus Payroll personal contact, phone and email, and through workshops and trainings the correct processes needed to complete timely payroll and minimize the request for untimely special checks that are out of the normal pay cycle and retro pay due to late acknowledgment of faculty contracts.

Campus Payroll also communicates payroll issues and changes to division deans, administrators and division assistants to forward to their faculty and staff.

**Measurement**

Campus Payroll will know if faculty and division and departments are learning the processes by our processing less special checks and retro pay each month compared to the volume of assignments per quarter. Our volume of phone calls and emails will lessen when faculty and staff learn the day-to-day processes and resources.

**Results:**

**Special Check Process**

09F 24

10F 39

10S 3

11W 13 so far

**Office Hours**

10S 377

10F 344

11W 340

**Leave Reports**

10S 55

10F 59

10W 48

11W

**Contracts**

09F 665 with continuous changes almost daily throughout the quarter

10F 1070 Additional Pay with Load 24

11W 1022 Additional Pay with Load 60

**Additional Pay**

10S 144

10F 175

11W 133

**Evaluations**

10S 16

10F 8

**Workshop Pay**

10S 68

10F 48

**Orientation**

10F 30

**Opening Day**

10F 195

**Use of Results**

When I receive less calls and emails from faculty and process less special checks and retro pay, this shows me that faculty and divisions are learning the new processes and are becoming personally responsible and self-reliant in order to use their time and focus on providing a well-rounded, healthy environment for students and the community, as well as having time for other assignments, projects and objectives of their department.

**Equipment and Staff Needs**

A new keyboard that works efficiently (that keys don’t stick) and a new computer with a larger screen are critical in order to view the mandatory, multiple Banner screens. This will reduce the strain of constant back and forth checking that creates slower computer functions and payroll processing, and sometimes delays meeting scheduled deadlines. Also, a new headset that works well and allows me to walk 25 feet with reception would be a tremendous help.

**Staff**

This is a one-person office where workload increases every year and requires an additional full-time classified staff to assist with the daily functions of the department in order to fulfill the demands of payroll processing and answering payroll email and phone messages. Without ongoing assistance, continued overtime or delays in pay for faculty will continue to develop and damage the credibility and quality of the institution. Payroll must be accurate and timely to continue our District’s expectations of excellence.

Additional staff and computer equipment with updated hardware and software tools will free the faculty and staff to meet the goals of the institution than focusing on paper processing of their pay.