

Human Resources and Payroll - Service Unit Outcomes

Service Unit Purpose:

The primary purpose of Human Resources is to provide personnel administration services that include coordinating employee recruitment, selection, employment, and development; coordinating the employee benefits program; and maintaining an accurate payroll and employee records system.

In achieving this purpose, Human Resources is committed to the following:

- Coordinating the recruitment, selection of all employees
- Providing an orientation process for new personnel
- Communicating any and all changes in benefit programs
- Creating and maintaining an accurate employment history
- Providing an accurate payroll and leave accrual system
- Encouraging staff development

Service Unit Outcomes:

1. Enhance the institutional climate for students in achieving their educational goals, and enhancing the work environment of faculty and staff.
2. Prepare prospective applicants for success in all aspects of the hiring process for positions at all campus sites.
3. Communicate all changes and updates in benefits program to faculty and staff in a timely manner.
4. Provide an accurate employment history and payroll system that accurately reflects salary, wages, deductions, benefits, and leave accruals to eligible employees.
5. Increase the number of employees participating in professional development opportunities relating to job duties and responsibilities. Encourage feedback regarding level of satisfaction, comprehension and ability.