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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **Human Resources** | **Report period:** | | **2020-2021** | |

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| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Goal #1: Reorganization of Payroll Administrator to Payroll Manager | With the knowledge and experience the current payroll administrator has obtained, it is requested that she receive a reorganization to Payroll Manager, allowing her to supervise all aspects of payroll including the supervision of the Payroll Coordinator. The proposal is to move the Payroll Administrator from salary schedule C3, Level IV to C3, Level II. | This request by the Human Resources Director was approved and the change was implemented on March 1, 2021. | The Payroll Manager will be evaluated on her performance in this role annually. |
| Goal #2: Update office equipment and furniture | The Human Resources/Payroll Department requires adequate equipment and furniture to provide a collegiate-style atmosphere and experience to employees and students. | This request was approved, and furniture was purchased and received. | Office equipment and furniture needs will be assessed periodically. |
| Goal #3: Provide educational programs and services for employees | The Human Resources/Payroll Department provides computer training and professional development workshops to faculty and staff through coordination with the office of Workforce Education, outside facilitators/consultations, and Security. | Due to the 2020 Covid-19 pandemic, workshops and training were postponed. | This goal will be revisited in the upcoming year. Human Resources will continue to elicit the assistance of the Center for Workforce Education to provide relevant training to employees. |
| Goal #4: Stay abreast of all changes affecting human resources and payroll | For HR/Payroll staff to stay abreast of changes that affect their positions, participation in computer and technical training, and attendance at workshops and conferences are necessary. | The HR staff participated in the virtual annual ACCSHRMA Diversity Conference in early 2021. The Payroll staff attended virtual Banner meetings during the OneACCS Banner implementation project that included Cohort 1 and Cohort 2 institutions. | HR/Payroll staff will continue to seek opportunities that will allow them to stay abreast of changes in their positions, including such conferences as ALBUG, Ellucian Live, ACCSHRMA, Diversity, and training related to EEOC, ADA, FMLA, and labor law. |
| **Submission date: April 19, 2021** | | **Submitted by: Shain Wilson/Debbie Boone** | |