



# Assessment Record

Program: Human Resources

Assessment period: 2020-2021

**Program or Department Mission:**

The mission 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.

## Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
1. Coordinate the recruitment, selection, and employment of faculty, staff, and administrators.	Alabama Community College System performs an audit on all employment files.	Human Resources will pass the state audit with no major findings.	The HR Department follows the System Office guidelines and updates the College as needed on changes.	Human Resources will continue to stay in compliance with all laws and procedures.
2. Provide an orientation process for new personnel on available employee deductions and benefits.	Internal dialogue with HR employees and informal conversation with faculty, staff, and administrators.	100% of new employees will be informed of all available deductions and benefits and receive a quality orientation and follow-up.	Every full-time new employee is provided New Hire Orientation regarding deductions and benefits by Human Resources. Payroll is available at the time of each orientation to discuss pay with new employees.	Human Resources continues to conduct a Benefits Fair in the Spring and Fall of the year. All employees are electronically encouraged to attend. Vendors from Valic,

				Banking institutions, PEEHIP, Aflac, etc. are in attendance.
3. Communicate ongoing changes in benefit programs to all faculty and staff.	Internal review of communications and complaints from all college personnel.	100% of college personnel will be made aware of changes in the benefits program.	The Human Resources Director creates and sends email correspondence to all full-time employees about PEEHIP and TRS changes that could impact the employee and their families.  Employees elect whether to take action based on the correspondence.	Human Resources continues to find innovative ways to communicate with the employees.  This method of communication helped employees waive a \$50.00 wellness surcharge for the individual, and a \$50.00 wellness surcharge for the spouse.
4. Create and maintain an accurate employment history of all college employees.	Alabama Community College System performs an audit on all employment files.	100% of employment files will be accurate and current. There will be no major findings in the state audit.	The Human Resources and Payroll Department maintains and updates the employment and benefit files as needed. All files are safeguarded in the office.  The Human Resources and Payroll Department audits the College website and the JeffNet intranet to ensure HR/Payroll data is correctly reflected on the website.	HR will continue to review and internally audit the files and prepare for annual state and ACCS audits.
5. HR will provide a payroll system that accurately reflects salary,	Alabama Community College System performs	100% of paychecks will be accurate and distributed according to schedule.	Discrepancy reports are generated every month.	Staff will continue to review and internally audit the files and

<p>wages, deductions, benefits, and leave accruals to eligible employees.</p>	<p>an audit on all employment files.</p>	<p>100% of payroll funds will be accurate and recorded on a timely basis.</p> <p>Remittance of payroll taxes will be made as required by law. All miscellaneous remittances will be made within 10 days of the payroll disbursement date.</p> <p>100% of employees will receive an accurate account of all available leave with each paycheck disbursement.</p> <p>There will be no major findings in the state audit.</p>	<p>The Payroll Department manually creates a monthly excel spreadsheet to balance the Banner system.</p> <p>Reports are audited by staff successfully. The State audit had no major findings.</p> <p>HR Director served as the Team Lead for OneACCS HR/Payroll Banner System for both Cohort 1 and Cohort 2. In addition, the HR Director developed ARGOS reports in conjunction with IT to enable the HR/Payroll Department to operate more efficiently and provide beneficial reports using Banner data.</p>	<p>prepare for annual state and ACCS audits.</p>
<p>6. Encourage staff development by coordinating a program that provides opportunities for professional development related to respective duties and responsibilities.</p>	<p>Review of employee requests for particular workshops and registration of employees for college-sponsored workshops.</p>	<p>New employees will be required to attend three professional development classes within their first year.</p> <p>Human Resources will increase the number of staff and professional development opportunities by one activity per year.</p>	<p>Available training is communicated electronically to new employees.</p> <p>Human Resources continues to increase the number of professional development opportunities at the college to include enrichment and computer workshops.</p> <p>Previously, a calendar was developed and posted on the Human Resources web page.</p>	<p>Human Resources, in collaboration with Corporate Education, was able to create an online site for employees to log in, view, and register for classes.</p> <p>The College continues to provide professional development training for staff. Continue to elicit the assistance of</p>

			Faculty and staff took full advantage of the opportunities.	the office of Corporate Education.
<b>Plan submission date: April 2021</b>			<b>Submitted by: Shain Wilson</b>	