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Unit Review Leader: Neil Vickers
Unit Name: Payroll

1.

What improvements have been planned/implemented:

 Alternate payment solution to issuance of paper payroll checks while providing a value-added service to the employees.

2.
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve:

An e-payment solution to printed payroll checks offers a sound solution to employees as an alternative to printed checks. Employees who have traditionally relied on checks can have instant access to their money.

3.
Measures: what measures are going to be used to determine if the improvements were successful.

Total number of printed checks
Employee feedback/survey

3a. Baseline data: the data used to determine improvements were needed

Data on current number of printed payroll checks

3b. Target goals: the data that shows your improvements have achieved your goals

Decrease the number of printed checks by 50%

3c. Current data: where you are currently in reaching your target

Currently, an e-payment process for employees is early in the creation stage and will be combined with other electronic (type) pay efforts in the Business Services area.

Narrative:

An e-payment process will mirror the current process the College has in place for students. Employees can withdraw cash as they need it from local ATM machines, or use the card to make PIN-based transactions, where they can get cash back from participating merchants.
Additional benefits to Employee are:
A payroll card offers security—requires a PIN
Easy and convenient to use
Eliminates check cashing fees
Enables cardholders to make purchases or pay bill
Additional benefits to the College are:

Monetary savings in the cost of stock and printing, processing printed checks
Improves efficiency through a simplified reconciliation process
Overall, the College strives for Green efficiencies such as a reduction in the carbon footprint through paperless processes.