

Executive Summary

Q: A brief recap or highlights of the entire program review document. (500 words or less)

- Highlight major strengths and weakness.
- Highlight areas for improvement over the next 3-6 years.

Response:

- The campus Personnel Departments processes all employees assignments. Both new and rehire employees are processed for appropriateness of personnel documentations. The submitted documents are reviewed to ensure validity and authenticity. It also validates the eligibilities of the candidates for the various positions that the employees are being hired to. New employees and rehires are screened for eligibility and whether they meet minimum qualifications. Completed documents are then submitted to District HR department. Currently, there's one staff member that's dedicated to the Personnel function on campus.
- The Payroll Department is tasked with ensuring timely processing of employees timesheets and payroll related documentations. While regular certificated and classified employees are on negative time pay schedule, majority of the staff on campus are on positive time payroll schedule. Employees on positive time payroll schedule can only be paid once the hours that they worked has been manually keyed into the system. Timely inputting of hours for the positive time schedule employees has been challenging given that there's only one Payroll Assistant on campus . In order to effectively meet the payroll needs of the campus, there's a need for an additional Payroll Assistant.

Participants

Q: Please indicate the individuals that participated in the completion of this program review.

Response:

Validation & Feedback

Validation Comments for Program

Q:

Response:

Comments for Review Committees

Q:

Response:

