

Payroll & Personnel Services

Mission

OSU-Okmulgee Business Affairs, Payroll and Personnel Services provides the campus with accurate and timely processing of human resource information through compliance with University policies and procedures, State and Federal regulations, and external contracts.

Vision

OSU Okmulgee Business Affairs Payroll & Personnel Services will provide customers with quality service, resources, and methods to accomplish their individual goals as well as the institution's mission.

To accomplish this:

- Be customer focused; and
- Have a genuine concern for our customers and their needs; and
- Maintain a positive/helpful attitude; and
- Be an asset to the campus community

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Enhance the human resources and communication of the University by participating and encouraging professional development activities that better educate the campus employees.

Critical Success Factors:

- Attain total (100%) participation in annual performance appraisals and professional development plans
- Develop one new survey by reviewing the past two surveys for information to meet the needs of staff
- Provide professional development opportunities based upon priorities of survey review beginning with at least four professional development opportunities each year and increase by two each year to meet a five year goal of 12 opportunities per year
- Enhance and update professional development opportunities on a semi-annual basis to ensure continual meeting of Staff needs
- Assess benefit issues concerning faculty and staff retention annually

Objectives:

Objective 1.1: Ensure timely submission of performance appraisals.

Strategies:

- Develop tracking mechanism to ensure timely submission of performance appraisals.
- Track submission of appraisals and provide updates to appropriate personnel.

Objective 1.2: Develop tracking mechanisms concerning professional development to ensure consistent and effective presentation of materials.

Strategies:

- Review professional development employee files to generate ideas on composing a new survey.
- Develop and distribute a comprehensive questionnaire to examine employee concerns and ideas concerning professional development.
- Routinely inform the campus of profession development opportunities offered at OSU-Stillwater and other branch campuses.

Objective 1.3: Coordinate professional development opportunities.

Strategies:

- Communicate effectively with professional development committee to ensure uniform and cohesive approach to professional development.
- Invite representatives from OTRS and TIAA-CREF to present new information when changes occur and/or on a semi-annual basis.

Objective 1.4: Enhance programs offered through marketing, changes, quality, etc.

Strategies:

- Encourage professional development and leadership skills by circulating information on the three different leadership programs offered by the University.
- Attend professional development opportunities in Stillwater and implement a program to effectively relay the course information to OSU-Okmulgee employees.
- Coordinate efforts with Stillwater and branch campuses to implement professional development training on OSU-Okmulgee campus.

Goal Two. Enhance the transfer of information through electronic means.

Critical Success Factors

- Units to input payroll on line in HRS system by June 2005
- Train all units concerning online forms and guides by June 2005

Objectives:

Objective 2.1: Provide channels of electronic reporting of leave, payroll information, and application information.

Strategies:

- Develop a payroll training study guide and distribute to unit Administrative Assistants and Division Chairs on payroll processing procedures.
- Offer training sessions to Administrative Assistant and Unit Chairs regarding payroll processing, input, approval, and deadlines.

Objective 2.2: Provide campus access to policies and procedures manual.

Strategies:

- Update the Payroll/Personnel policies and procedures, work with CIS to provide online manual by June 2005.
- Public access of policies and procedures available through the Library.

Objective 2.3: Provide information regarding online personnel forms and guides.

Strategies:

- Inform Departments concerning available online personnel forms and guides.
- Email to employees annually.
- Provide OSU-Okmulgee Payroll/Personnel web page link to OSU-Stillwater Human Resources site for online forms and pertinent information.

Goal Three. Assure successful operations and business continuity by developing and implementing relevant policies and procedures consistently across the campus through efficient and effective utilization of University resources.

Critical Success Factors

- Update policy and procedures by March 2005

Objectives:

Objective 3.1: Revise policy and procedures relevant to Payroll/Personnel issues.

Strategies:

- Develop a Payroll/Personnel processing manual.
- Review relevant section of Policy and Procedures manual and update material.
- Coordinate distribution of updated information to units.

Objective 3.2: Develop monthly FOCUS reports for tracking Payroll/Personnel information.

Strategies:

- Coordinate with CIS to implement tracking programs applicable to Personnel reports.
- Investigate the utilization of FOCUS reports from other OSU and A&M college campuses.
- Investigate the ability to download FOCUS reports into excel for specific manipulation to meet user needs.
- Learn FOCUS report extraction to develop and maintain standard reports.

Objective 3.3: Provide effective leveraging of resources to control costs of operations.

Strategies:

- Develop and maintain tracking of positions by units by utilizing FRS, BDS, and HRS.
- Provide reports that track this information in an efficient and effective manner.

Goal Four. Promote a cohesive teamwork atmosphere by proactively sharing information, ideas and effectively resolving issues.

Critical Success Factors

- Share payroll/personnel ideas and issues by attending Faculty Staff Council meetings monthly
- Team efforts between campus payroll liaisons through quarterly meetings
- Enhance communications with OSU-System senior staff by attending monthly meetings

Objective 4.1: Team with Professional Development Committee to provide quality payroll/personnel training.

Strategies:

- Participate in Professional Development Committee to ensure uniform delivery of processes.
- Coordinate with units to achieve updated job descriptions and staff position questionnaires for all positions.

Objective 4.2: Provide monthly news items to employees regarding payroll/personnel issues.

Strategies:

- Inform campus employees through E-notes concerning personnel updates.
- Inform campus employees through email on time sensitive issues to ensure awareness.
- Inform campus employees by the utilization of the web of pertinent information.

Objective 4.3: Enhance cooperation and team efforts by meeting quarterly with campus payroll liaisons to address issues, processes, and concerns.

Strategies:

- Participate consistently in Senior Staff meetings at the main campus.
- Inform Administrative Assistants on changes in payroll processing.
- Provide user-friendly instructions for units on payroll/personnel processes.

Objective 4.4: Meet monthly with Faculty Staff Council to address Payroll/Personnel issues.

Strategies:

- Participate in the Faculty/Staff Council to ensure cohesive approach to Payroll/Personnel issues.
- Provide a trivia question about any recent payroll/personnel issue as a challenge to the Council and provide a prize.