

**PAYROLL PERSONNEL SUPPORT**

	1996-97		1997-98		1998-99	
	FTE	Budget	FTE	Budget	FTE	Budget
<b><u>Category of Expense:</u></b>						
Staff Salaries			1.00	31,380	1.00	33,516
Nonsalary/Other				11,650		11,645
<i>TOTAL by Fund</i>			<b>1.00</b>	<b>\$43,030</b>	<b>1.00</b>	<b>\$45,161</b>
<b><u>Sources of Funds:</u></b>						
General Funds			1.00	43,030	1.00	45,161
<i>TOTAL by Fund</i>			<b>1.00</b>	<b>\$43,030</b>	<b>1.00</b>	<b>\$45,161</b>

**DESCRIPTION**

To support and maintain the Payroll/Personnel System [PPS] for the University of California, Santa Cruz .

**GOALS**

**Simplify Human Resource Process**

- Updated PPS functions and processes to address audit recommendations.
- Review advantages/disadvantages of an On-Line Time Reporting System.

**Develop and implement a Human Resource Information System**

- Review/correct security access tables to simplify and easily maintain PPS access.
- Transferred PPS User Manual to Web with effective method for timely updates.
- Analyze and test Data Warehouse/PPS to determine ad hoc and standard reports.

**Increase Customer Satisfaction**

- Reviewed existing standard reports to determine usefulness.
- Discussed, researched, and developing alternate methods for delivering training.
- Participating in systemwide endeavor to improve Post Authorization Notification.

**Improve Communication and Interaction with Campus**

- Finalized major PPS User Manual revisions.
- Documenting all training scripts, assuring all information is up-to-date.
- Provided instruction to users when implementing Financial Leave Accounting.