

Goal 4: Enhancement of the Resource Base

F: Increased efficiency of current usage

Re-examine Day-to-Day Operations

“Routine” management and compliance issues must be streamlined and handled efficiently, so as to leave time for innovation. Can paperwork/computer transactions in billing, human resources, etc. be reduced?

Committee: David Bouton, Ellen Poffenberger [chair], Mary Stanley, Julietta Tolliver, and Mark Volpatti.

Current Status

- Focusing on administrative service and support activities that affect campus units, the committee identified the most critical needs in day-to-day operations in the following areas: Human Resource Management Systems (HRMS), Access to HRMS, Human Resources Transactions, the Time Information Management Environment (TIME), and the Faculty Appointment Monitor (FAM).

Recommendations

- HMRS:
 - Improve effectiveness of system-generated e-docs.
 - Continue open communication to address HRMS system and process issues.
- System access:
 - For new hires, obtain quicker access to IU systems.
- Human Resources Transactions:
 - Improve consistency and use of performance reviews within campus units.
 - Review and post helpful tips and checklists for new hires and current employees.
- TIME:
 - Ensure ample education and training in the new TIME system.
- FAM:
 - Achieve fuller integration between FAM and the Office of Faculty Appointments and Advancement, including electronic delivery of MOUs on faculty recruitment and storage of common forms for faculty appointments.

Implementation:

- HMRS: Carol McGarry (OFAA) and David Bouton (HRA) completed this recommendation June 2007.
- System Access: Merri Beth Lavagnino (UITS) will complete this recommendation by December 2007.
- Human Resources Transactions: HRA will complete this recommendation by March 2008.
- TIME: Julietta Tolliver (Financial Services) will be working on this throughout 2008 until full campus implementation is achieved.
- FAM: Rick Morgan (Affirmative Action Office) and Carol McGarry (OFAA) will complete this recommendation by December 2007.

(Revised August 27, 2007)