

BERGEN COMMUNITY COLLEGE

Administrative & Educational Support Assessment Report

Assessment Report for Department or Unit: Accounting

Department or Unit Leader: Jim Miller / Ron Milon

Assessment Period: 2012-2013

Submitted by: Diane Mandrafina

1. Intended Outcome (Goal): Ensure all employees receive pay increments and State Health Benefit Cost Sharing deductions in a timely manner. The goal is to have no incidents of retroactive payments or deductions. This goal is shared by Accounting (Payroll), HR and IT.

2. a) Section(s) of the Strategic Plan to which the intended outcomes relates:

#5 We will maintain sound fiscal management and affordability, and increase our resource development efforts.

b) General Education Requirement(s) to which the intended outcome relates:

n/a

3. a) Means of assessment: Determine the number of retroactive payments and/or deductions required for pay increments and Health Benefit Cost Sharing.

b) Sources of data: Datatel, ADP

c) Desired result: No retroactive payments and/or deductions are required.

4. Summary of Results:

5. Recommendations for modifications:

6. Actions taken based on recommendations: