



# Mitzi Archer & Brenda Harris

## Automating Salary Account Changes

Champions for Leadership  
June 21, 2011

# Five Practices of Exemplary Leadership

- Challenge the Process
- Inspire a Shared Vision
- Model the Way
- Enable Others to Act
- Encourage the Heart



# Challenge the Process

Employee Name

Michael Garcia

Position Control Number

3471

Position Name

LPC Staff Coordinator

Program/Site/Fund

Inclusion Collaborative / LPC

Effective Date

July 1, 2010

Authorized Requestor/Phone Extension:

Lisa Kaufman

FTE

1

Ph Ext:

3605

Current Allocation

Fund #

Pseudo Code

Or

35 Digit Account String

No PERS  
RLR

Percent  
Allocation

From Account:

123

409060-242400

X

100.00%

From Account:

From Account:

From Account:

From Account:

From Account Total:

100.00%

Requested Allocation

No PERS  
RLR

To Account:

123

409060-242400

50.16%

To Account:

880

508070-242400

40.49%

To Account:

800

400050-242400

9.35%

To Account:

To Account:

To Account Total:

100.00%

Explanation For Change:

Due to mid-year budget cuts in CC 409060, a portion of Michael Garcia's salary will be covered by two other Early Learning Services department budgets.

NS.  
01/12/11

12

gvc

Due 1-12-11

Accountant Review Date

Program Manager

1/11/11

Date

Budget Officer

Date

## Salary Account Change Form Process

### Current Problems to Solve:

- Forms lost during the approval routing process
- Account Strings are not set up in QSS (so HR can't effect the change)
- At HR manual input, typos may lead to change to wrong position or incorrect account distribution
- Submitted forms are sometimes missed or not updated
- Duplication of efforts: input to a manual form AND input again to QSS

Proposed process can reduce or eliminate the above problems. Time savings from automated process and reduced errors.

# Authorized Position Cost Account Change Order



File Options



Change

Replace  
Clear All  
Audit Status (1-6)  
Update  
Cancel

Select Position:

Position Number:  Name:  Abbr:

Job Code:

Job Category:

Supervising Position:

Status	Originated	Audit 1	Audit 2	Audit 3	Audit 4	Audit 5	Audi 6	APR
Audit ID	6748	4455						

Ln	Percent	FTE		Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Start	End	X
1.	4.00	.0300	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100300-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
2.	4.00	.0300	<input type="checkbox"/>	920-2430-0-2110-00-3550-1000-100310-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
3.	21.00	.1575	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100320-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
4.	8.00	.0600	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100330-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
5.	13.00	.0975	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100340-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
6.	4.00	.0300	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100350-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
7.	4.00	.0300	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100360-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
8.	8.00	.0600	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100700-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
9.	8.00	.0600	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100710-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
10.	8.00	.0600	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100730-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
11.	18.00	.1350	<input type="checkbox"/>	920-2420-0-2110-00-3500-1000-100920-000-5200					<Select Date>	<Select Date>	<input type="checkbox"/>
12.			<input type="checkbox"/>						<Select Date>	<Select Date>	<input type="checkbox"/>
13.			<input type="checkbox"/>						<Select Date>	<Select Date>	<input type="checkbox"/>
14.			<input type="checkbox"/>						<Select Date>	<Select Date>	<input type="checkbox"/>
15.			<input type="checkbox"/>						<Select Date>	<Select Date>	<input type="checkbox"/>
16.			<input type="checkbox"/>						<Select Date>	<Select Date>	<input type="checkbox"/>

NO PERS RLF flag

Percent Total  FTE Total

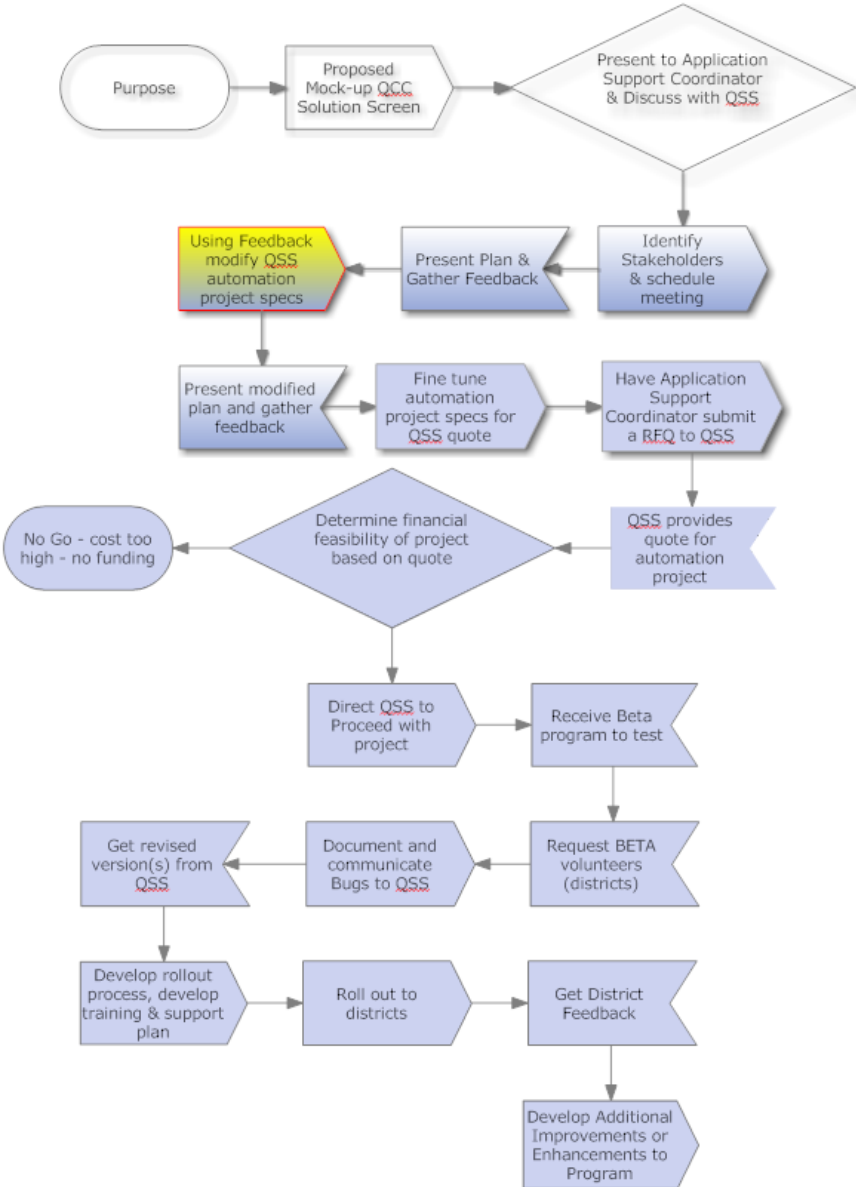


# Inspire a Shared Vision



# Model the Way







# Enable Others to Act



# Encourage the Heart

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