

Shelby County Schools
2011-12 Goal Action Plan Evaluation
Finance Strategic Area

System Goal

To seek continuous improvement in all schools and system departments

Goal Action Plan

Develop, review, and monitor effective payroll administrative practices for compensation and benefits, while ensuring compliance with regulatory agencies.

Strategies

1. Provide updated salary schedule and post on website.
2. Add payroll/benefit forms and information to system website.
3. Promote direct deposit as an employee benefit and increase voluntary participation.
4. Offer opportunities for professional development to payroll department staff.
5. Increase communication between payroll staff and system employees.

Evaluative Summary

1. Salary Schedule was posted on the system website October 1, 2011.
2. More payroll-related forms have been added to the website through the year, with plans to continue posting forms when practical. This development has provided convenience for our staff and employees.
3. A new policy takes effect July 1, 2012 requiring all new employees to enroll in direct deposit. Voluntary participation has increased by 1.24% during 2011-2012, and by 3.67% since 2010. We will continue to monitor this situation, and will review our policy at a later date.
4. The payroll department staff attends statewide insurance and retirement workshops when appropriate.
5. Communication between payroll staff and system employees continues to improve through the use of updated technologies as they become available. In addition, payroll staff provides guidance and information on payroll-related issues to all employees when requested.