

## DEPARTMENT ANNUAL PLAN SUMMARY FOR 2016-17

**DEPARTMENT:** [Accounting, Benefits and Payroll Department](#)

**DIVISION:** Business

**PURPOSE:** The Accounting, Benefits and Payroll Department, subdivision of Business Services, responsible for the day-to-day financial operations of the District, administers timely and accurate payments to the staff, students, vendors and communities of the Pasadena Unified School District.

**SERVICES:**

- Accounts Payable and Accounts Receivable
- Audits
- Attendance Reporting
- District Payroll
- Employee illness, vacation leave
- Expense accounting
- Financial reports
- Risk management
- Workers Compensation

### DEPARTMENT PLANS

<b>1. Department Goals 2016-17</b> <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>
Reduce Payroll transactions
Reduce accounts payable turnaround time from 45 days to 30 days
<i>Increase access to paperless documents – Payroll stubs to be online in 2016</i>

<b>2. Department Actions</b> <i>What do you do? What are your strategies, programs and services?</i>	<i>Will this take additional resources to do in 2016-17?</i>
Provide accounts payable training to department and school site staff	
Provide additional training on and reinforce existing policies re: off cycle transactions	
Implement software enhancement. Develop and train staff on new payroll feature.	

<b>3. Metrics</b> <i>How will you measure impact?</i>	<i>Do you have baseline data from</i>
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	<i>previous year(s)?</i>
<i>Number of off cycle transactions will be reduced</i>	
<i>Transaction processing time will be reduced from 45 to 30 days</i>	
<i>Reduction in paper and time used to process manual paper payroll documents</i>	