**One-year – Human Resources (HR) Plan of Work – 2017-2018**

**Emphasize Institutional Effectiveness**

1. Develop, enhance, and align business processes
   a. Working with the Banner Student Module Head, the Strata Information Group, and internal partners, bring up the Faculty Load and Compensation module in Banner HR and Employee Self-service.
   b. Working with Information Services and the Strata Information Group, set-up and test Banner 9 HR and Employee Self-service.
   c. Enter faculty and staff degree information into Banner on the PPAGENL and/or PPACERT forms. Image transcripts and/or certificates in the Banner Document Management System so internal partners have easy access to this information. Work with Institutional Effectiveness to create a report containing faculty degree information that can be posted onto the College's website as consumer information.
   d. Work with internal partners to look into software to better facilitate the completion and tracking of faculty and staff performance appraisals.
   e. Work with the team charged with looking into and implementing clean address software.

**Optimize Employee Experience**

2. Support a diverse culture in which employees are engaged and productive
   a. Address negative employee comments directed at HR in the fall 2016 PACE survey.
   b. In an effort to try and reduce work-related injuries, implement post-offer Physical Capacity Profile testing for specified college positions through Workfit.