

## Examples of Departmental Goals for a Complete Cycle

### Example #1

Reduce the number of data entry errors by \_\_\_% when performing entry for PCR's for the June through May cycle. The reduction of entry errors will facilitate the processing and posting of PCR's; thus eliminating the return of PCR's for correction. The end result is that our team members will be paid accurately, promptly and benefits established quickly. And we eliminate the re-working of the PCR due to entry errors. On the last Monday of each month report to the Director the # of PCR's that were returned for correction.

### Example #2

Enter and submit all travel expense reimbursements within two (2) working days after the travel is complete. If you are acting on behalf of the traveler, this goal assumes the traveler has delivered receipts and other necessary data for you to submit the expenses. The two-day clock begins when you have received all items necessary for submission. The expense reimbursement should be free from errors that prompt a return from the travel office. By submitting the travel reimbursements promptly, the encumbrance will be relieved and any unused funds will be returned to the budget. Provide a report to the director on the first Friday of every month, for the prior month's activity that lists the travel reimbursements submitted and the amount of unused funds that were returned to the budget. In addition, include in the report travelers that have failed to provide receipt documentation which prohibits you from filing the reimbursement.

### Example #3

Per each financial account (cost center, fund, funded program combination), receive no more than five (5) level 4 (L4) over budget notifications in the twelve (12) month cycle. By the 5th of each month report to the account manager, the number of level 4 (L4) over budget notifications received in the prior month. If there were no over budget notifications, the report should reflect zero notifications. In the case where there is a L4 over budget notification, provide details as to the nature of the event that generated the account to be over budget. Also include an explanation of how the over budget issue was resolved.

### Example #4

Insure compliance with State of Texas and University procurement regulations. All requisitions that are \$5,000 or greater must be bid. This is a zero tolerance for exceptions goal, unless an emergency scenario comes into play. Quarterly (December 1, March 1, June 1, September 1) provide a report that details any requisitions \$5,000 and greater that were not bid. The report should include a detailed explanation of why there was no bid. If this scenario involved an emergency describe the nature of the emergency for example an equipment breakage or failure, a weather event that prompted the purchase, etc. If out of compliance due to our teams' failure to plan properly, this should be reported and documented as well.

### **Example #5**

It is an objective of the University to become a Tier 1 research institution. In order to achieve that objective, we need to increase the number of grant awards as well as the dollars associated with the grant awards. Increase the number of department grant proposals submitted by 10% from the prior fiscal year to improve our chances of increasing the number of grants awarded to Texas State as well as the dollars. On the last day of each month, deliver a report that details the list of proposals submitted to state, federal or private entities. If no proposals were submitted, provide details as to why we could not get proposals submitted.

### **Example #6**

In order to function efficiently as a departmental team, we need to be present and available to work on a consistent basis day in and day out. As a member of our team it is your responsibility to report to work on time and be prepared to work. The goal is to not report to work late more than four (4) times in a month. It is understandable that unforeseen events can happen like vehicle malfunctions, traffic jams, hazardous weather, etc. If/when you are late more than four (4) times in a month; you will need to report to your supervisor what action(s) you are taking to prevent this in the future. If your schedule needs to be adjusted for some reason, you will need to discuss this with your supervisor to determine if a schedule adjustment is possible.

### **Example #7**

We need faculty and staff working effectively with minimal disruption. To help minimize the disruptions to the faculty and staff, all break rooms and restrooms serviced by custodians should be kept adequately stocked with supplies. The goal is to not have more than three (3) calls a month requesting that supplies are needed in a break room or restroom that you service. Faculty and staff will appreciate not having to stop what they are doing and make a call to get more supplies delivered. And it should minimize the number of trips that interrupt you and keep you from completing other work activities. The calls/requests for supplies will be tracked via the service requests in Aim.