USA Process Improvement Committee
OUTCOME DOCUMENTATION FORM

Improvement Number: 0043

Original Improvement: Streamlining Student PA Forms

Research: Meeting with Enrollment Services, Financial Aid, Registrar, & Payroll Departments, it was determined that it is possible to eliminate the Budget Office approval. Other recommendations were that the date would populate on the form along with department information that would be helpful to the Payroll Department.

Drop boxes will be created on the form for Current Position & Proposed Position. The department will not have to complete a new PA form each August as it did in the past. Instead when the student has left the position, a resignation/termination PA will be completed and processed.

Due to the Affordable Care Act Enrollment Services has to collect data regarding hours worked by students. They cannot go over 28 hrs. or the University will have to provide healthcare. A student may work 20 hrs. in one department and 8 hrs. in another department.

Final Outcome: The process of streamlining has been completed. The date will populate on the form. The contact information will assist the Payroll Department. The Student PA Form has drop down boxes in the form for current position and proposed position. The Budget Office approval line has been eliminated on this form. The second page of the form contains a flow chart developed to assist with the proper approval channels.