

Business Office assessment preliminary report

1. Systems Enhancements
 - a. Payroll module (online upload of payroll, emailing payroll vouchers)
 - b. Integrated HR and Payroll module (online submission of timesheets, online application of leave and online access to employee HR details)
 - c. Time clock system that is integrated to HR and Payroll module
 - d. Utilization of the Exec View module to view budget
 - e. Electronic requisition and Purchase Order modules
2. Enhancements on procedures
 - a. Cut-off procedures for transaction processing
 - b. Centralized purchasing function
 - c. Federal grants monitoring
3. Risk Management
 - a. Back-up of data (regular and offsite)
4. Integrated planning and budgeting