we cannot utilize each as needed and have therefore had to conform to the system. The next obstacle is with the implementation of Faculty Load and Compensation (FLAC). FLAC allows for the system to upload and automatically build adjunct positions and faculty overload positions. This eliminates the need of district HR staff to manually build (hundreds) 100's of jobs at the beginning of each semester. Errors within the system have proved challenging and the reports required from the campus have not changed or eliminated work involved.

The second problem we face is that all employment applicant tracking and employee onboarding are performed outside of our HRIS module of record i.e. People Admin. The system is slow and hard to navigate. Applicants find the system problematic and have issues when submitting documents for their application packet. The system allows for automatic notification to applicants, however this has not been utilized. Currently, the human resources assistant must send out all notices manually to each candidate and therefore notifications are not always timely.

3.   Response to Previous Action Plans – none

4.   Three-Year Department Goals

The three-year and six-year goals listed below connect to the college strategic goal #5: Organization Effectiveness. Improving internal processes and providing consistency throughout the district, ensure improvement to institutional effectiveness. This also supports the district human resource's mission by continuing to improve the quality of effective HR practices.

- Complete implementation of the web time entry project. Part-time classified, temporary hourly and professional expert employees will be transitioning to electronic time sheets. The final step will be electronic leave reporting for all permanent employees. The college human resources manager and district HR will be responsible for final implementation and training. The goal is to have all hourly employees reporting time via web time enty by fall 2015 and absence reporting via web time entry by spring 2016.

- Implement improvements to the electronic employment applicant tracking system for both employees and applicants to navigate within the system.   District HR will be responsible for implementing changes to the system with input from the HR managers and applicant feedback. Improvements to begin in Spring 2015 and will be ongoing.

- Improve customer service with departments and the public to increase the satisfaction rates of the college Human Resources Department. The college human resources manager,