

# Unit Accountability Management Plan

**Business and Auxiliary Services**

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# 2012-2015 Unit Plan

## Create Action Items

### Mission Statement

Business Services supports the District in it's mission and through it's Educational Master Plan by enriching lives through partnerships' by reducing risk, ensuring supplies and services, fiscal accountability, maximizing technology, and providing auxiliary services designed to strengthen the College community's commitment to graduate, transfer, and certificate students.

### Overview/Summary

*No text specified*

### Action/Solutions

#### CA- Pasadena City College Educational Master Plan Priorities (Copy 1)

#### C. Technology

##### Install the Administrative Information services Fiscal Module in LancerPoint

▼ **Action/Solution:** LancerPoint fiscal module to be up and running for Fiscal Year 2013/14.

**Action details:** Be in the new LancerPoint fiscal module by July 1, 2013.

**Implementation Plan (timeline):** 6 months.

**Key/Responsible Personnel:** Director of Fiscal Services.

**Budget Implications (what resources will be used?):** Financial cost already budgeted as part of the overall system purchase.

**Budget request amount:** \$0.00

**Priority:** High

##### complete the implementation of Kronos and integration with LancerPoint.

▼ **Action/Solution:** Exploration of implementation of Kronos and integration with LancerPoint.

**Action details:** The Fiscal Services Department Payroll Office to review the integration the District's timekeeping system, Kronos, into LancerPoint to ensure one overall system database for the District rather than add on systems.

**Implementation Plan (timeline):** 6 months.

**Key/Responsible Personnel:** Supervisor of Payroll. Director of Enterprise Resource Applications.

**Budget Implications (what resources will be used?):** District to use resources (personnel) to conduct the review and implementation.

**Budget request amount:** \$0.00

**Priority:** Low

## Track Action Items

### Action/Solution Statuses

## CA- Pasadena City College Educational Master Plan Priorities (Copy 1)

### C. Technology

#### Install the Administrative Information services Fiscal Module in LancerPoint

▼ **Action/Solution:** LancerPoint fiscal module to be up and running for Fiscal Year 2013/14.

**Action details:** Be in the new LancerPoint fiscal module by July 1, 2013.

**Implementation Plan (timeline):** 6 months.

**Key/Responsible Personnel:** Director of Fiscal Services.

**Budget Implications (what resources will be used?):** Financial cost already budgeted as part of the overall system purchase.

**Budget request amount:** \$0.00

**Priority:** High

**Status** for LancerPoint fiscal module to be up and running for Fiscal Year 2013/14.

*No Status Added*

#### complete the implementation of Kronos and integration with LancerPoint.

▼ **Action/Solution:** Exploration of implementation of Kronos and integration with LancerPoint.

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**Implementation Plan (timeline):** 6 months.

**Key/Responsible Personnel:** Supervisor of Payroll. Director of Enterprise Resource Applications.

**Budget Implications (what resources will be used?):** District to use resources (personnel) to conduct the review and implementation.

**Budget request amount:** \$0.00

**Priority:** Low

**Status** for Exploration of implementation of Kronos and integration with LancerPoint.

 *No Status Added*

### **Status Summary**

*No text specified*

### **Summary of Next Steps**

*No text specified*

 **Create Improvement Actions** (Program/Unit)

 **Track Improvement Actions** (Program/Unit)

 **Data Sets and Reference Materials**