System Documentation Schedule											Systems Scorecard & Innovation Prioritization								
Department	**Positions Affected**	**System Type**	**Status / Priority**	**Main System Name**	**Additional documented, evaluation or resources needed to support this process**	**Notes/Status**	**Uploaded to Sharepoint**	**Due Date or Frequency**	**Accountable Person or Team**	**Scheduled Evaluation Date**	**Results Statement Quantifiers**	**User Experience**	**IHR Inflectionism's**	**System Efficiency**	**Business Financial Impact**	**Customer Impact**	**Total Score**	**Scheduled Innovation / Review Date**	**Date Trained**	**Date Implemented**
Accounting	Bookkeeper	Daily	1	5500 Preparation				4/15/2006	Jeff Smith	4/15/2006							0			
Accounting	Bookkeeper	Daily	1	Annual 1099 Procedure				4/15/2006	Jeff Smith	4/15/2006							0			
Accounting	Bookkeeper	Daily	1	Annual ASP Billing Audit		Need create procedure that copmares what was billed and paid in terms of active EE's charged		4/15/2006	Jeff Smith	4/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	Benefits Billing Procedure	UltiPro Access, SBM Access		Yes	Monthly	Jeff Smith	2/1/2007							0			
Accounting	Bookkeeper	Technical	Completed	Ceridian Tax Service Transaction, Reporting and Accounting Procedures			Yes	Varied	Jeff Smith	5/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	Daily Bank Reconciliation Procedure	UltiPro Access, Bank Access		Yes	Daily	Jeff Smith	6/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	Daily Receivables Procedure	UltiPro Access, SBM Access		Yes	Daily	Jeff Smith	3/15/2007							0			
Accounting	Bookkeeper	Daily	Completed	EOM ASP Billing			Yes	Monthly	Jeff Smith	4/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	EOM Benefits Billing and Reconciliation Procedure	Reconcile Worksheets saved in Benefits/reconcile files/year/item files	We need to update this procedure to utilize the new concepts Sondra & Sevrin are using for reconciling this plans. Be sure to update master then paste into task. This procedure should recognize when benefits billing mistakes or un balanced GL accounts are happening and how to coorect them.	Yes	Monthly	Jeff Smith	6/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	EOM Financial Procedure			Yes	Monthly	Mary Jones	12/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	EOM Sales Commissions Procedure			Yes	Monthly	Jeff Smith	5/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	EOM TX Mutual Report Procedure			Yes	Monthly	Jeff Smith	5/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	Monthly Recruiting Billing Procedure			Yes	Monthly	Jeff Smith	6/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	S. Gardner & McMorran Inc. Payment & Accounting Procedures			Yes	Monthly	Jeff Smith	5/15/2006							0			
Accounting	Bookkeeper	Technical	Completed	SCFAZ Annual-Final Payroll Audit Procedure			Yes	Varied	Jeff Smith	7/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	Supplemental Benefits Billing Procedure			Yes	Monthly	Jeff Smith	3/1/2007							0			
Accounting	Bookkeeper	Technical	Completed	TX Mutual Final Premium Audit Procedure			Yes	Monthly	Jeff Smith	7/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	Ulti to SBM Billing Import Procedure	UltiPro Access, SBM Access		Yes	Daily	Jeff Smith	8/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	Ulti to SBM Billing Import Procedure (BSP)		Same as: Ulti to SBM Billing Import Procedure	Yes	Daily	Jeff Smith	8/1/2006							0			
Accounting	Bookkeeper	Daily	Completed	Ulti to SBM GL Import	UltiPro Access, SBM Access		Yes	Daily	Jeff Smith	8/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	Ulti to SBM GL Import (BSP)	UltiPro Access, SBM Access	Same as: Ulti to SBM GL Import	Yes	Daily	Jeff Smith	8/15/2006							0			
Accounting	Bookkeeper	Daily	Completed	Weekly Payables Procedure	UltiPro Access, Impromptu Access, Daily Ceridian Tax File Receipts		Yes	Weekly	Jeff Smith	5/1/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	401k Annual Safe Harbor Notification Procedure		Procedure's) uploaded are Karen's notes. Use as basis if necessary to get started.	Yes	4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	1	401k Client Adoption Set-Up Procedure	Inflection files, 401k paperwork	Procedure currently complete less NonPEO client adoption. Needs to be updated. Be sure to include Takerover plan provisions.		4/15/2006	Steven Walters	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	1	401k Employee Rollover Procedure	Inflection files, 401k paperwork	Only Notes have been Uploaded	Yes	4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	1	401k Client Revocation/Term Procedure	Inflection files, 401k paperwork	Only Notes have been Uploaded	Yes	4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	1	401k Employee Distribution Proceudre	Inflection files, 401k paperwork	Only Notes have been Uploaded	Yes	4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	401k Employee Loan Procedure			Yes	Varied	Veronica Waldow	6/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	401k Enrollment Information Package Procedure	Inflection files, 401k paperwork	Need to cretae Procedure to daily list that ensures we have current stock available as well as what is included in them. Be sure to include occassional verification w/renee to ensure everything is correct.		4/15/2006	Steven Walters	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Additional/New Work Comp Code Procedure			Yes	Varied	Steven Walters	7/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	AZ SCF Incoming Mail Distribution and Workflow			Yes	Varied	Veronica Waldow	7/7/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	BASIC Western 125 Client Enrollment Procedure			Yes	Varied	Veronica Waldow	6/7/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Basic Western Eligible Employee Report				4/7/2006	David Marshall	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Basic Western Incoming Documentation Procedure			Yes	Varied	Veronica Waldow	6/1/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Benefit Application Procedure and Workflow			Yes	Daily	Veronica Waldow	7/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Client COBRA enrollment Procedure			Yes	Varied	Veronica Waldow	11/1/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Client List to Concentra				4/14/2006	David Marshall	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Cling's Manufacturing - Monthly 401k report SUPPRESS SSN!				4/21/2006	David Marshall	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	COBRA - Monthly "Basic" Reporting Procedure				4/14/2006	Veronica Waldow	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Colonial New Hire Notification Procedure				4/15/2006	David Marshall	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Deduction-Benefit (Ulti-Pro) Cancelation Procedure			Yes	Varied	Steven Walters	8/1/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Deduction-Benefit (Ulti-Pro) Set-Up Procedure			Yes	Varied	Steven Walters	9/1/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Deduction-Benefit (Ulti-Pro) Waived Procedure			Yes	Varied	Steven Walters	8/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	Completed	EAP Preferred Client and Employee Update			Yes	Monthly	David Marshall	5/1/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Eligibility & Participation Letter Follow-Up				4/15/2006	Veronica Waldow	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Employee Benefit Claims Inquiry Procedure			Yes	Varied	Maddie Snider	5/1/2006							0			
Benefits Administration	Benefit Specialist	Technical	1	Employee Benefit Issue Resolution Procedure		Uploaded procedure was something karen started to help answer consitatly asked questions by employees. Do we need?	Yes	4/15/2006	Steven Walters	4/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Health Plan Admin Ulti-Pro Set-Up Procedure			Yes	Varied	Steven Walters	7/1/2006							0			
Benefits Administration	Benefit Specialist	Daily	Completed	Health Plan Upcoming Renewal And Open Enrollment Preperation			Yes	Monthly	Veronica Waldow	5/1/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Incoming Sunwest Documentation Procedures			Yes	Varied	Veronica Waldow	9/15/2006							0			
Benefits Administration	Benefit Specialist	Technical	Completed	Inflection Health Plan Administration Procedures			Yes	Varied	Steven Walters	10/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	Completed	Monthly Benefits and Client 401(k) Eligibility Procedure			Yes	Monthly	Veronica Waldow	3/1/2007							0			
Benefits Administration	Benefit Specialist	Daily	1	Park Management WC Report - Break out George Lee				4/15/2006	David Marshall	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Pre-Benefits Billing Notificaton Procedure		Create this procedure to notify clients that billing is going to be created and that they should notify us of any termed employees		4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	Completed	Quarterly 401(k) Eligibility Procedure			Yes	Quarterly	Veronica Waldow	4/7/2006							0			
Benefits Administration	Benefit Specialist	Daily	1	Semi-Annual 401(k) Eligibility Procedure				4/15/2006	Mary Jones	4/15/2006							0			
Benefits Administration	Benefit Specialist	Daily	Completed	Weekly COBRA Procedure			Yes	Weekly	Veronica Waldow	12/15/2006							0			
Benefits Administration	Level 1	Technical	Completed	Injuried Employee Procedure			Yes	Varied	Steven Walters	9/15/2006							0			
Business Development	BDS	Managerial	1	ASP Contract Preparation Procedure	Company Web (& Field Data Base), Pricing Matrix			4/15/2006	Mary Jones	4/15/2006							0			
Business Development	BDS	Managerial	1	BPO Contract Preparation Procedure	Company Web (& Field Data Base), Pricing Matrix			4/15/2006	Mary Jones	4/15/2006							0			
Business Development	BDS	Technical	1	Expense Report Procedure				4/15/2006	Mary Jones	4/15/2006										
Business Development	BDS	Technical	1	Lead Documentation and Tracking Procedure		Need to Create Procedure that demonstrates the proper systems on how to respond on each of the Ulti-Pro (or any) leads that are incoming		4/15/2006	Mary Jones	4/15/2006							0			
Business Development	BDS	Managerial	1	PEO Contract Preparation Procedure	Company Web (& Field Data Base), Pricing Matrix			4/15/2006	Mary Jones	4/15/2006							0			
Business Development	BDS	Technical	Completed	Prospective-New Client Procedure			Yes	Varied	Mary Jones	4/1/2006							0			
Business Development	Level 2	Managerial	1	ASP Contract Completion Procedure	Client Signed Contract	Perhaps a simple cover page w/instructions is appropriate		4/15/2006	Mary Jones	4/15/2006							0			

Business Development	Level 2	Managerial	1	BPO Contract Completion Procedure	Client Signed Contract	Perhaps a simple cover page w/instructions is appropriate		4/15/2006	Mary Jones	4/15/2006							0			
Business Development	Level 2	Managerial	Completed	Consultant New Client Procedure			Yes	Varied	Mary Jones	7/1/2006							0			
Business Development	Level 2	Managerial	1	PEO Contract Completion Procedure	Client Signed Contract	Perhaps a simple cover page w/instructions is appropriate		4/15/2006	Mary Jones	4/15/2006							0			
Company Wide	Level 1	Technical	1	Incoming Client Changes Procedures		Need procedures to update new ownership, address, etc...		4/15/2006	Steven Walters	4/15/2006							0			
Company Wide	Level 1	Technical	1	New or Updated Key Documentation Procedure				4/15/2006	Mary Jones	4/15/2006							0			2/3/2006
Company Wide	Level 1	Technical	1	New or Updated Policy, Standard or Guidline Documentation Procedure				4/15/2006	Mary Jones	4/15/2006							0			2/3/2006
Company Wide	Level 1	Technical	1	New or Updated Product/Service Documentation Procedure				4/15/2006	Mary Jones	4/15/2006							0			2/3/2006
Company Wide	Level 1	Technical	Completed	New or Updated Procedure Set-Up and Workflow			Yes	n/a	Mary Jones	2/1/2007							0			2/3/2006
Company Wide	Level 1	Technical	Completed	Webinar Facilitation Procedure			Yes	n/a	Steven Walters	5/15/2006							0			1/1/2006
Company Wide	Level 1	Technical	Completed	Master System List Review Procedure			Yes	n/a	Mary Jones	5/15/2006							0			1/1/2006
Company Wide	Level 1	Technical	Completed	Standards of Communication System			Yes	n/a	Mary Jones	5/15/2006							0			1/1/2006
Company Wide	Level 1	Technical	1	Outlook Set-Up and Management Procedure		Should reference basics of what and how we use outlook.		4/15/2006	Steven Walters	4/15/2006							0			2/3/2006
Company Wide	Level 1	Technical	Completed	System of Conveying Information			Yes	n/a	Mary Jones	5/1/2006							0			1/1/2006
Company Wide	Level 1	Technical	Completed	Work Comp Certification Request Procedure - AZ State fund			Yes	Varied	Veronica Waldow	2/15/2007							0			
Company Wide	Level 4	Managerial	1	Internal IHR Employee Termination Procedure		Term procedure for IHR employees - Property, security codes, computer access, etc		4/15/2006	Steven Walters	4/15/2006							0			
Company Wide	Level 4	Managerial	1	Internal IHR Employee New Hire Procedure		Should include items like computer set-up (default daliy items), training, Company Property, etc...		4/15/2006	Steven Walters	4/15/2006							0			
Company Wide	Level 4	Managerial	1	Upadating a Product or Servcie Procedure		Do we use "new Product" proceudre or creat variation..?		4/15/2006	Mary Jones	4/15/2006							0			
Company Wide	Level 5	Managerial	Completed	Company Communication Meeting System	Public Calander, Calander Notification, Agenda		Yes	Monthly	Mary Jones	6/15/2006							0			1/1/2006
Company Wide	Level 5	Daily	Completed	Company Communication Meeting System	Company Communication Meeting System, Public Calander, Calander Notification, Agenda	Use Company Communication Meeting System Basis.	Yes	Monthly	Mary Jones	6/15/2006							0			1/1/2006
Company Wide	Level 5	Technical	Completed	Employee Professional Development Procedure (One on One Meeting)	Ulti-Pro Access, Public Calander, Calander Notification, Agenda	May Need to Update after initial first use.	Yes	Bi-Weekly	Mary Jones	6/15/2006							0			1/1/2006
Company Wide	Level 5	Managerial	Completed	Comprehensive Training System			Yes	n/a	Mary Jones	6/15/2006							0			
Company Wide	Level 5	Managerial	Completed	New Product or Servcie Rollout Procedure			Yes	n/a	Mary Jones	6/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	CB Staff Suggestion Procedure				4/15/2006	David Marshall	4/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	Concentra Medical Center - Pending Results				4/15/2006	Veronica Waldow	4/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	Disciplinary Action Tracking				4/15/2006	David Marshall	4/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	Client Site Visitation Procedure		This procedure is part of the position statement and should be written in such a way that it can be measured.		4/15/2006	Maddie Snider	5/1/2006							0			
Employee Lifecycle	HR Specialist	Technical	1	IHR Internal Interview/Recruiting Process		Include all items including personality profile		4/15/2006	Maddie Snider	5/1/2006							0			
Employee Lifecycle	HR Specialist	Technical	1	EAP Manager referral Procedure				4/15/2006	Maddie Snider	5/1/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	EEOC Ethnic ID Verification Audit Procedure				4/15/2006	Steven Walters	4/15/2006							0			
Employee Lifecycle	HR Specialist	Technical	Completed	Exit Interview Process			Yes	Varied	Veronica Waldow	6/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	Grievance Tracking				4/15/2006	David Marshall	4/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	License and Tests Monthly Report Procedure				4/15/2006	Veronica Waldow	4/15/2006							0			
Employee Lifecycle	HR Specialist	Daily	Completed	Performance & Salary Review Monthly Report			Yes	Monthly	Veronica Waldow	6/1/2006							0			
Employee Lifecycle	HR Specialist	Daily	1	Universal Background - Pending Results				4/7/2006	Veronica Waldow	4/15/2006							0			
Executive	President	Daily	1	Annual ASP Contact Review				4/15/2006	Mary Jones	4/15/2006							0			
Executive	President	Daily	1	Monthly BPO/PEO Contact Review				4/15/2006	Mary Jones	4/15/2006							0			
Marketing	Marketing	Daily	1	Current Client Monthly Newsletter	Firedrum, IHR Web Portal, Public Contacts			4/15/2006	Mary Jones	4/15/2006							0			
Marketing	Marketing	Daily	1	Monthly Press/Article Release				4/15/2006	Mary Jones	4/15/2006							0			
Marketing	Marketing	Daily	1	Potential Client Monthly Newsletter	Firedrum, Public Contacts			4/15/2006	Mary Jones	4/15/2006							0			
Marketing	Marketing	Daily	1	AZB Online Ad Creation & Maintenance				4/15/2006	Mary Jones	4/15/2006							0			
Operations	Level 1	Daily	1	Check General Voice Mail Box				4/15/2006	David Marshall	4/15/2006							0			
Operations	Level 1	Technical	Completed	CRS List Set-Up and Purpose			Yes	n/a	Mary Jones	6/1/2005							0			
Operations	Level 1	Technical	Completed	Daily List Set-Up and Purpose			Yes	n/a	Mary Jones	6/1/2005							0			
Operations	Level 1	Daily	1	Get Mail		Update procedure with distribution flow		4/15/2006	David Marshall	4/15/2006							0			
Operations	Level 5	Managerial	1	Position Statement Development Procedure		Should reference what items are to be created. Position: Results, name, manager, Training (catt) , Minimum skill sets, Salary grades, Systems, scorecard, measurements.		4/15/2006	Steven Walters	4/15/2006							0			
Operations	Level 1	Technical	1	Internet Connectivity Failure Procedure				4/15/2006	David Marshall	4/15/2006							0			
Operations	Level 1	Technical	Completed	Web Portal Access			Yes	Varied	Steven Walters	11/1/2006							0			
Operations	Level 4	Daily	1	Server Management: Backup Procedure				4/15/2006	Steven Walters	4/15/2006							0			
Operations	Operations Director	Daily	Completed	File the EEOC Report			Yes	Annually	Steven Walters	1/15/2007							0			
Operations	Operations Director	Daily	1	360 Employee Evaluation Procedure				4/15/2006	Steven Walters	4/15/2006							0			
Operations	Operations Director	Daily	1	Customer & Employee Surveys		Create one procedure that captures most of our survey issues and needs (i.e. employee specific questions during customer surveys). Include questions based on values and Characteristics. Outsource?		4/15/2006	Steven Walters	4/15/2006							0			
Operations	Operations Director	Daily	1	M-1 MEWA (ebsa) Due				4/15/2006	Steven Walters	4/15/2006							0			
Operations	Operations Director	Daily	Completed	OSHA 300 Log Procedure			Yes	Annually	Steven Walters	1/15/2007							0			
Operations	Operations Director	Daily	1	Verify Code Filters				4/15/2006	Steven Walters	4/15/2006							0			
Operations	Op's Coordinator	Technical	Completed	Adding Links in IHR Master (PEO Clients)			Yes	Varied	David Marshall	6/1/2006							0			
Operations	Op's Coordinator	Daily	1	Check Available Tickets				4/7/2006	Veronica Waldow	4/15/2006							0			
Operations	Op's Coordinator	Technical	1	Client Termination Procedure		Uploaded procedure is old checklist that needs to be upgraded. Currently it should help you develop questions as to what to do.	Yes	4/15/2006	Mary Jones	4/15/2006							0			
Operations	Op's Coordinator	Technical	1	Record Retention and Filing Procedure		Procedure should include not only how and where but lond term Company policy on how long we keep and store different types of records... i.e. financial, payroll, etc..		4/15/2006	Veronica Waldow	4/15/2006							0			
Operations	Op's Coordinator	Daily	Completed	Employee Termination Weekly Required Procedures			Yes	Weekly	Veronica Waldow	10/1/2006							0			
Operations	Level 5	Technical	Completed	New or updated Procedure approval			Yes	Varied	Mary Jones	3/22/2007										
Operations	Op's Coordinator	Technical	Completed	Eufora Pay Card Enrollment Procedure			Yes	Varied	Veronica Waldow	11/15/2006							0			
Operations	Op's Coordinator	Technical	Completed	Front Dest Workflow and Documentation Procedures			Yes	Daily	Veronica Waldow	10/15/2006							0			
Operations	Op's Coordinator	Daily	Completed	IHR Master Company: Add New Portal Users			Yes	Weekly	David Marshall	3/22/2007							0			
Operations	Op's Coordinator	Technical	Completed	Inflection HR VPN Access			Yes	n/a	Steven Walters	10/15/2006							0			
Operations	Op's Coordinator	Daily	1	Order Supplies				4/15/2006	Veronica Waldow	4/15/2006							0			
Operations	Op's Coordinator	Daily	1	PEO Man New Hire Reporting				4/15/2006	David Marshall	4/15/2006							0			
Operations	Op's Coordinator	Daily	1	Portal Upload Procedure				4/15/2006	David Marshall	4/15/2006										
Operations	Op's Coordinator	Technical	Completed	Ulti-Pro and Related Applications New User Set-Up			Yes	Varied	Steven Walters	10/1/2006										
Operations	Op's Coordinator	Daily	1	Update IHR Web Portal Links				4/15/2006	Steven Walters	4/15/2006							0			
Operations	Op's Coordinator	Daily	1	Update Inflection HR Investment Analysis				4/15/2006	David Marshall	4/15/2006							0			
Operations	Op's Coordinator	Technical	Completed	Updating IHR Portal DEMO Room for Meeting			Yes	Varied	David Marshall	5/15/2006							0			
Payroll	Level 1	Technical	Completed	Live Paycheck Distribution Procedure			Yes	Varied	Melinda Gapen	5/1/2006							0			
Payroll	Level 3	Daily	1	Bank Holiday: Please Notify Clients and Make Necessary Payroll Adjustments				4/15/2006	Veronica Waldow	4/15/2006							0			

Payroll	Payroll Specialist	Daily	1	BSP Master Ceridian File Tax File Transmission				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	BSP Master Company - Send Prenote File: PFP Group				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Technical	Completed	BSP Master Company Payroll Procedure			Yes	Bi-Weekly	Melinda Gapen	5/15/2006							0					
Payroll	Payroll Specialist	Daily	1	BSP Master Company: 401K Catch-up Report for the PFP Group				4/15/2006	David Marshall	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	BSP Master Company: Verification of Direct Deposit for PFP Group				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	BSP Master: Transfer ACH Files to Ceridian for PFP Group				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Technical	1	Incoming Employee Documentation Workflow and procedures		These processes are currently part of the frontdesk workflow and need to be removed/altered. Workflow should be estblished for all incoming info (include client specific issues i.e. CB Promotion/eveluation date changes and items like deduction group changes for part time/full time status change).		4/15/2006	Steven Walters	4/15/2006												
Payroll	Payroll Specialist	Technical	1	1099 Implamentation Procedure		EE Memo and Client Data sheet have been uploaded to Tools and forms. Please delete if not included in system.		4/15/2006	Steven Walters	4/15/2006												
Payroll	Payroll Specialist	Daily	1	CB Invoice and Wire Reminder				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	CB Payroll Procedure				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	Check Sealer Maintaninces Procedure			Yes	Monthly	David Marshall	6/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Desert Rose Oncology: Payroll Procedure				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Technical	Completed	Employee Termination System (Ulti-Pro) Procedures			Yes	Weekly	Melinda Gapen	6/1/2006							0					
Payroll	Payroll Specialist	Daily	Completed	Fast Trak 401k File Upload			Yes	Bi-Weekly	Melinda Gapen	7/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Fast Trak Construction - Monthly Report for Frank Dickinson				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master 0053 Tax Group: Ceridian File				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company - Send ACH File to Ceridian				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company - Send Prenote File				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company: First Quarter Action Items				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company: Third Quarter Action Checklist Items				4/15/2006	Steven Walters	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company: Third Quarter Action Items				4/15/2006	Steven Walters	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master Company: UltiPro Month End Reset				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR Master PEO Tax Group: Ceridian File				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	IHR New Hire Reporting				4/15/2006	David Marshall	4/15/2006							0					
Payroll	Payroll Specialist	Technical	Completed	IHR Payroll Procedure			Yes	Daily	Melinda Gapen	6/15/2006							0					
Payroll	Payroll Specialist	Technical	1	IHR Payroll Procedure (BSP)		Same as Standard?	Yes	4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Park Management Quarterly Tax Report				4/15/2006	David Marshall	4/15/2006							0					
Payroll	Payroll Specialist	Technical	1	Payroll (Non-Benefit) Deduction Set-Up Procedure		Need to create procedure for correctly setting up payroll deductions outside of "plan" deductions (e.g. group medical, 401k, etc..). This difference needs to be clarified in the procedure		4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Payroll End of Day Procedure				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Technical	1	Payroll Re-Process Procedure		Need to create procedure that workflows or charts what must be done in the case of an incorrect or re-process payroll scenario		4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	PFP Group: 401K Catch-up Contributions				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Robert Crist - Transmit Direct Deposit Files After Payroll is Closed				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Robert Crist - Transmit Direct Deposit Files Prior to Processing				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	Robert Crist and Company 401K Upload Procedure			Yes	Weekly	Melinda Gapen	8/1/2006							0			1/1/2007	1/1/2006	
Payroll	Payroll Specialist	Daily	1	Ulti-Pro 1099 Procedure				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Ulti-Pro Year-End Action Checklist				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Update Delivery Manifest				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	1	Update Payroll Scheduler				4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	Update Ulti-Pro Year-End Action Checklist Daily Procedure			Yes	Annually	Melinda Gapen	12/15/2006							0					
Payroll	Payroll Specialist	Daily	1	W2 Client Notification Procedure			Yes	4/15/2006	Melinda Gapen	4/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	W2 Print and Mail Service Procedure			Yes	Annually	Steven Walters	12/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	W2 Processing Checklist			Yes	Annually	Steven Walters	12/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	W2 Verification Procedure			Yes	Annually	Steven Walters	12/15/2006							0					
Payroll	Payroll Specialist	Daily	Completed	Wire Verification's) - All Clients		Procedure modified from Accounting to Payroll	Yes	Daily	Melinda Gapen	7/1/2006							0				2/17/2006	
Payroll	Payroll Specialist	Daily	Completed	Year-End Action Checklist Notification Procedure			Yes	Annually	Melinda Gapen	12/15/2006							0					