

The Importance of Setting SMART Goals

Examples of SMART Goals

Reconciliation of Pcards:

Reconcile Pcards every month according to Pcard guidelines. All Pcard reconciliations should be completed on the system by the 27th of each month. To avoid processing journal entries, all Pcards should contain correct chartfields and detailed description of items along with appropriate support documentation. Pcards should be turned into the Controller's Office, error free, by the 3rd of the month.

Timekeeping:

Run appropriate Time and Labor reports on the Monday and Tuesday of a payweek for the bi-weekly staff and on the 5th and 8th day of the month for monthly staff to determine if time was entered and approved correctly. Follow-up with appropriate manager and supervisor to resolve any discrepancies within the specified pay period. No missing time for should appear on the monthly missing time reports.

Quarterly Newsletter (website design/maintenance):

Design, create, and compile information for quarterly newsletter utilizing Dreamweaver and distributing within five business days after end of quarter.