

- i. If applicable, how does the process change for exempt employees? _____

- ii. If applicable, how does the process change for non-exempt employees? _____

- iii. If applicable, how does the process change for student employees? _____

8. Does this department process payments or expenditures? Yes or No
 a. If yes, what are standard processes related to procurement? _____

b. If yes, does this department allocate expenditures to other departments? Yes or No
 i. What methodology is used to allocate expenditures to other departments? _____

9. What actions are taken to manage this department’s budget and fund balances? _____

10. What Funds and Organization codes are commonly used to record transactions for this departments business processes?

11. Are there any problems with existing business processes? Yes or No
 a. If yes, please detail this step in the process _____

12. What steps or methods in the existing business process are not effective? _____

13. Which steps in the existing business process create roadblocks? _____

14. Which step in the existing process requires the most time to complete? _____

15. Which step in the existing process causes the most delays? _____

16. Are there any steps in the existing processes that you feel the cost does not justify the benefit? Yes or No
 a. If yes, please detail this step in the process _____

17. Are there any steps in the existing process that cause quality of work to go down? Yes or No
 a. If yes, please detail this step in the process _____

18. Are there exceptions to the normal processes that create inconsistencies in work flow? Yes or No
 a. If yes, please detail this exception _____

Submitted by: _____

*** If additional space is needed, please attach separate sheet. ***