HR/Payroll KPIs—How You Can Help

Key Performance Indicators (KPIs) measure efficiencies of HR/Payroll processing. These metrics track how well we are performing and the results are monitored and reviewed by UNC General Administration and shared with our chancellor. The performance indicators include percentage of employees on direct deposit, processing manual versus electronic timesheets, and the percentage of employees completing electronic leave reports on a monthly basis. Our goal is to ensure that we are performing at the highest level and that we are exceeding expectations in all areas.

Here is how you can help:

- Submit your timesheets/leave forms electronically by the identified deadline.
- Supervisors, please approve timesheets/leave forms electronically by the established deadline.
- If you have not signed-up for direct deposit, please contact the Payroll Office for assistance.
- Review your direct deposit statement each month. Ensure that your information is correct and report any discrepancies as soon as possible.
- If you close your bank account, please notify the Payroll Office immediately to prevent delays in receiving your pay.

Your assistance with these items will help us reach the goals outlined by the KPIs.

Aggie Access Online

Great news for employees who like to review their paycheck in Aggie Access Online. Effective immediately, the following enhancements have been added to your stub:

- NC A&T State University address and phone number
- Earnings by type
- Payment Summary
- Non-Cash Earnings
- Employee and Employer deductions

To access your pay check stub online, please follow these steps:
1. Log into Aggie Access Online
2. Click on Pay Information
3. Select pay stub year
4. Double click on Display
5. Select pay stub date
6. Double click Print Friendly at the bottom of the stub

Reminder:
Please review your November 2013 paycheck stub/direct deposit statement to confirm that the mailing address is correct. If your address has changed, please contact Human Resources.