

[]

Haysville USD #261
Employee Performance Review
Employee Benefits Clerk

EMPLOYEE INFORMATION

Employee Name _____

Location _____

Job Classification _____

Evaluator Name _____

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Post salary and hourly wages for the purpose of insuring accuracy of each employee's base salary.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Gather and compute hourly time cards for the purpose of ensuring accuracy and adherence to procedures prior to processing.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Post and manage leave to ensure that each employee is aware of his/her leave available and leave used.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Post and process all payroll withholdings for the purpose of accountability of items withheld from each employee's check.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Enter monthly payroll for the purpose of ensuring that employees are paid accurately and timely, and that all accounting procedures are maintained.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Cut and distribute checks for the purpose of authorizing timely payment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Cut voucher checks for payroll deductions to ensure accurate accounting.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Run monthly reports for the purpose of ensuring records are current and to provide an up-to-date reference and audit trail for compliance.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Call in state, federal, unemployment and KPERS withholdings for the purpose of providing necessary information to local, state, and federal agencies.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Process salary protection claims for the purpose of ensuring accuracy and adherence to procedures prior to processing.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. Complete quarterly, yearly tax and KPERS reports to ensure records are current and provide an up-to-date reference and audit trail for compliance.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Print and distribute W2 information for the purpose of ensuring that all employees receive the proper information to complete any State and Federal forms.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Process annual open enrollment sheets for the purpose of communicating current benefit information to the district's employees.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

1. Perform other duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date