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CU I&E Submission: Funding Distribution Across Departments [1]

Category

Finance & Accounting
HR Management

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Project Team

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Project Description

I created a spreadsheet that maps out employees from other departments who are on our department's projects. This Smartsheet has each month of the fiscal year as the columns and categories for important information for each of the employees. Each data entry has the employee's distribution on our department project. Whenever there is a change from one month to the next, I get a notification with a templated email to send to the employee's administrator regarding the change. Then, I quickly send an email to notify the administrator of the change. It also allows for our internal team to collaborate and know changes across different projects.

Project Efficiency

Since our department does not review other department employees, it is hard to keep track of funding distribution changes. The administrators of the external employees also do not have the context to know when to input changes. Therefore, this new system alerts those administrators before there is an issue. It cuts down on PETs, expenditure mistakes, and excessive communication.

Project Inspiration

After having to ask other departments to do PETs, I wanted to find a better way to track

changes and communicate proactively. This helps us work across our team and with other departments across the University.

What Makes You Happiest about this Project?

This creates less work for other people, which makes me happy. We are always looking for ways to improve our relationships with other departments and to cut down on unnecessary administrative work.

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