

Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Kelley Burts
First Name Middle Initial Last Name

Honoree's Job Title: Secretary

Department: Sheriff's Office

Years of Service with the County: 16

Over the past year, the Sheriff's Office Payroll Specialist has processed \$1.2M worth of overtime for Sheriff's Office employees. Each time an employee works overtime, a paper Scheduling request must be generated and approved by the employee's chain of command and then forwarded to Kevin Clopton or Kelley Burts to be processed so the employee receives the overtime pay. This process could take several days to get to Kevin or Kelley to process due to it being a paper copy and needing to be forwarded through interdepartmental mail to each supervisor in the chain of command. By the time Kevin or Kelley gets the paperwork, they are on a time crunch to get it entered in Peoplesoft for the employee to get paid.

Kevin & Kelley developed a paperless system to make the process more efficient to get the information entered in peoplesoft sooner. Kevin and Kelley were able to work on this project while still able to complete their normal daily tasks for managing the payroll for the entire Sheriff's Office. This process ultimately got approved by their chain of command.

This Process will save the county time and money. With it being paperless, they are saving the county from the wear and tear on printers and copies as well as the price of paper.



Signature of Elected Official
Or Department Head



Printed Name