

Kentucky Wesleyan College

Policy & Procedure Manual

Data Entry Policy

Approval: Cabinet

Policy Type: College

Policy Owner: Information Services and Resources

Responsible Office: Information Services and Resources

Revision History

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Modified:

Next Review:

1. Purpose

1.1 Service levels, data and information security, and legal liability are all extremely important issues that are the concern of this policy. The entry and use of student and Employee Tax Identification Numbers or Social Security Numbers, and the names and addresses stored in person records, are some of the key concerns of this policy.

2. Scope

2.1 This policy applies to all College personnel with modify access to CAMS data and their supervisors.

3. Definitions

3.1 *CAMS Governance Committee:* The CAMS Governance Committee membership consists of managers, directors and other decision-makers with direct responsibilities for the operation of the CAMS system and responsibilities for data entry and maintenance of Shared Data elements.

3.2 *Shared Data:* Shared Data are CAMS data elements that may be entered and maintained in multiple departments. Examples of shared data include names, identification numbers, addresses, telephone numbers, etc. Shared Data may also exist in the form of files and documents within the CAMS Doc Tracking module.

4. Policy

4.1 All employees using and/or overseeing users of the CAMS system are responsible for the protection and integrity of data and information being entered into CAMS. The procedures

below define the roles and responsibilities for the CAMS Governance Committee, supervisors, managers and individuals for the integrity of data shared among CAMS modules, as well as training, standards, and data controls to ensure the highest quality of data.

5. Procedures

5.1 Supervisors and Managers

5.1.1 It is the responsibility of supervisors and managers to assure that all employees responsible for entering data and information into the CAMS system be properly trained to do this work. The CAMS Governance Committee highly recommends that all employees review training materials and take the CAMS Data Entry Standards exam on a yearly basis. Training includes, but is not limited to, CAMS navigation training, training on the specific CAMS module that the Employee will be using, and a thorough review of this policy. If some formal training event is not available on these subjects, then the supervisor or manager must provide the training to the employee by some other means before the employee can start the work of entering data or information into the CAMS system.

5.1.2 It is the responsibility of supervisors and managers to assure that this policy and standard is continually met by all responsible staff throughout their departments. Supervisors and managers who are made aware of breaches of these standards must respond quickly to correct any such problems. The supervisor or manager is responsible for the controls and processes used by their employees to enter data into the system; the accuracy of the data entered; and adherence to this policy and the data entry standards.

5.2 Individuals

5.2.1 Individual CAMS users are responsible for the proper care, quality and accuracy of data and information they enter into the CAMS system. They must study and fully understand these standards and they must work as responsible members of the College information and data entry community.

5.2.2 When an employee is made aware of a problem, the employee must take immediate corrective action to eliminate the problem and to correct inaccuracies created by their actions.

5.2.3 If a problem is detected and identified with an employee's work, the individual noting the problem should report the problem to their own supervisor, who should then discuss the problem with the originating employee's supervisor or manager.

5.2.4 The appropriate supervisor or manager is to then discuss the problem with the employee and define the steps necessary to correct the problem and the affected data and information, recording the discussion and expected action. A deadline for this action is to be given.

5.2.5 If the employee does not correct the problem in a timely and urgent manner, the supervisor should consult with the appropriate Cabinet Officer to determine any appropriate disciplinary actions.

5.3 Basic Standards of Work

5.3.1 All data entry should include a follow up check to assure that the data entered are correct and comply with these standards.

5.3.2 Name searches to avoid duplicated records are absolutely essential for the entry of any new name into the CAMS system.

5.3.3 Social Security Numbers (for US residents) or National Identity Numbers (for International residents) must be included with the data entered for all new Prospect records.

5.3.4 When financial data are entered into CAMS, an appropriate control total check should be made to assure the accuracy of the entered financial data.

5.3.5 It must be recognized that many within the College community use data entered into CAMS and each employee must be a constructive member of that community. Coordination and communication within this group is essential to assure that work is accurate and timely, and does not have to be re-entered, modified or technically corrected. Careful data entry usually saves a great deal of time and reduces the need for corrective action.

5.4 CAMS Governance Committee

5.4.1 The CAMS Governance Committee develops training and testing materials and documentation, along with the standards for CAMS data entry.

5.4.2 The Committee will promote the use of all CAMS processes as appropriate to allow for the highest data integrity of Shared Data elements as possible.

6. Enforcement

6.1 The CAMS Governance Committee will work with all departments to resolve data integrity issues. When a supervisor or manager does not take corrective action in a timely manner, the issue should be introduced to the CAMS Governance Committee and discussed so that the community of people who are primarily responsible for the College's data and information can have a full understanding of the issue. The CAMS Governance Committee will decide a course of corrective action and the responsible department supervisor or manager is expected to follow the plan created by the Committee.

6.2. If a problem continues and is not resolved by the department, the CAMS Governance Committee will discuss the issue again. Their recommended plan of corrective action and a history of the problem will then be sent to the appropriate Cabinet Officer with a request for the plan to be implemented.

6.3. As a final step, the CAMS Governance Committee can send its report and request to the president of the College asking that the corrective action be taken and describing previous actions and requests.