

**DIVISION OF ACCOUNTS AND REPORTS
DEPARTMENT OF ADMINISTRATION**

Score Card Evaluation Request

AGENCY NAME:		
AGENCY NUMBER:		
EVALUATION REQUESTED FOR:		
<input type="checkbox"/>	STARS	
<input type="checkbox"/>	SHaRP	
EVALUATION REQUESTED BY:		
NAME:		
TITLE:		
ADDRESS:		
PHONE		
FAX		
E-MAIL		
SEND COMPLETED EVALUATION TO:		
NAME:		
TITLE:		
ADDRESS		
AUTHORIZED AGENCY SIGNATURE:		
DATE:		
Please send completed request to:		Shirley A. Moses, Director Division of Accounts and Reports 900 SW Jackson Street, Room 351-S Topeka, Kansas 66612-1248

SCORECARD EVALUATION
DIVISION OF ACCOUNTS AND REPORTS
STARS

Evaluation Period:

Agency Number/Name:

Requested By:

Title:

Evaluations were either “C” COULD BENEFIT FROM ADDITIONAL TRAINING OR REVIEW OF INTERNAL POLICIES or
“A” ACCEPTABLE.

Category

Evaluation

Comments

General Accounting/STARS Knowledge

Rejections

Missed Year-End Encumbrances

Timeliness of Kansas Incentive Program
(KSIP) Response

Journal Voucher Corrections Requested

Warrant Cancellation/Lost Warrants Requested

Negative Balances

Suspense (Volume/Timeliness of Clearing)

Electronic Interfaces to STARS

Business Procurement Card

Encumbrance Processing/Management

1099s Re-issued Due to Coding Errors

Late Payments Under the Prompt Payment Act

Prior Fiscal Year Claims Processed

Additional Comments:

SCORECARD EVALUATION
DIVISION OF ACCOUNTS AND REPORTS
PAYROLL (SHARP)

Evaluation Period:

Agency Number/Name:

Requested By:

Title:

Evaluations were either “C” COULD BENEFIT FROM ADDITIONAL TRAINING OR REVIEW OF INTERNAL POLICIES or
“A” ACCEPTABLE.

Category

Evaluation

Comments

Payroll Supplemental Adjustments

Payroll Reversals

Timeliness of Response to Payroll Requests

Timeliness of Payroll Report and Review

Resolution

Arrearage Balance Collections

Calls to Payroll for Assistance

Payroll/STARS Suspended Transactions

Additional Comments: