



My Milestones

Department/Unit: Facilities Management Business Office

Employee Name: Jackie Stanfield

Describe specific milestones that are essential to your role and indicate timeframe that is important to complete each milestone.

Daily	Timeframe
Daily Timesheet Entry	Everyday
Invoices Payment	Everyday
Requisitions/Purchase Orders Process	Everyday

Weekly	Timeframe
TMA/iPeople Reconciliation	Bi-Weekly
Unscheduled Report	Bi-Weekly
Pre-Bill Verification	Bi-Weekly
WebTMA Billing	Bi-Weekly

Monthly	Timeframe
Credit Card Payment (P-Card) Verification	First Week of Each Month
Fringe Benefits Process	First Week of Each Month

Quarterly	Timeframe
Uptown Invoice Payment	Quarter

Annual	Timeframe
Purchase Order Closure and Rollover	May - July
Checking Prebill for BM Parts on Wrong WOs	By June 30 th