

**FY 2019–2020**  
**Data Entry Web Form**  
**Guidelines and Instructions**

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State of South Carolina  
South Carolina Department of Administration  
Executive Budget Office  
June 2020

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## Questions and Assistance

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Questions and requests for assistance related to the Annual Accountability Report Process may be directed to:

Ann Bryson-Eldridge  
Performance and Accountability Manager  
South Carolina Department of Administration  
Executive Budget Office  
529 Edgar A. Brown Building  
1205 Pendleton Street  
Columbia, SC 29201  
[Ann.Bryson-Eldridge@admin.sc.gov](mailto:Ann.Bryson-Eldridge@admin.sc.gov)  
803-737-0699

## Introduction

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New information is requested this year about the agency's data entry practices. As a part of our commitment to continuous improvement, this new information is being gathered using an online form. Instructions for the online form are included in a separate file. **This online form is a part of the FY 2019-2020 Annual Accountability report and must be completed by Sept. 15, 2020 in order for the agency's submission to be complete.**

## Data Entry Online Form

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During studies of agencies, House Oversight has noted a human and financial cost when agencies manually input data obtained by another state agency, often resulting in that data being input into multiple databases by hand, either within one agency, or across several agencies. Data types may include license, permit, employee, customer or other state data entered into a database by a state employee.

The form is located at <https://dataentry2020.questionpro.com>. The form should be completed once by each agency, even if the agency has no employees who enter data manually. The agency representative can save and return to the form at a later time to complete it.

### Definitions:

**Manual Data Entry:** The process of typing information into a spreadsheet, database, or other data record. The data may come from customer forms, printouts from other agency databases, legal documents, or other sources.

### Form Questions

#### **Q1) Please Select your agency.**

Select your agency from the drop-down menu.

#### **Q2) Please provide a contact for questions regarding the information provided in this form.**

Enter the first name, last name, phone number and email of the best agency resource to answer questions about the data reported in the form.

#### **Q3) Do you have any employees who manually enter data?**

Select yes or no.

If no agency employees manually enter data, the survey will end.

If the agency has employees who manually enter data, please complete the following questions:

### Employees who enter data:

#### **Q4) How many employees manually enter data as part of their regular duties (either weekly or seasonally)?**

Select the correct number group from the list.

**Q5) Of the employees who manually enter data, approximately what percentage of their time is spent on this task each year?**

For each percentage range, enter the number of employees who manually enter data for that percentage of their working hours. If there are no employees who manually enter data for a percentage range, leave the box blank, as shown in Figure 1.

**Figure 1. Number of Employees Entering Data**

Of the employees who manually enter data, approximately what percentage of their time is spent on this task each year?

	How many employees spend this much time entering data?
75% or more	5
50-74%	
25-49%	
10-24%	12
Less than 10%	25

Next Question

**Q6) What is the average annual salary of the employees who manually enter data?**

For each percentage range, determine the average annual salary for the employees represented in the agency's answers to question 5 and enter it on the appropriate line, as shown in Figure 2.

**Figure 2. Average Salary for Employees Entering Data**

What is the average annual salary of the employees who manually enter data?

	Average salary for employees who spend time entering data:
75% or more	\$25,640.00
50-74%	
25-49%	
10-24%	\$33,516.67
Less than 10%	\$32,053.33

Next Question

For example. If the agency has 5 employees who enter data 75% or more of their working time, and those employees have the following salaries:

Employee 1, Administrative Specialist I: \$26,000

Employee 2, Administrative Specialist I: \$24,500

Employee 3, Administrative Specialist II: \$30,000

Employee 4, Administrative Specialist I: \$22,700

Employee 5, Administrative Specialist I: \$25,000

Then the average salary would be \$25,640 and should be entered on the line for 75% or more as shown in Figure 2.

Data content:

**Q7) Where does the data that is manually entered come from?**

Please choose all that apply.

**Q8) If the data is not accurate, what is the potential impact?**

Please list all data types and explain all significant impacts of inaccurate data entry.

[Review/Print Survey Response](#)

Once your form is completed, you will be provided with the opportunity to review and print your responses. To save a copy, click the Print icon in the top right corner of the screen and Print to PDF.

[Changes or Updates](#)

If you need to update any of your responses after submitting the form, please contact Ann Bryson-Eldridge ([Ann.Bryson-Eldridge@admin.sc.gov](mailto:Ann.Bryson-Eldridge@admin.sc.gov)) with the following information:

- 1) Agency name
- 2) The question that needs to be updated
- 3) Original response
- 4) Corrected response