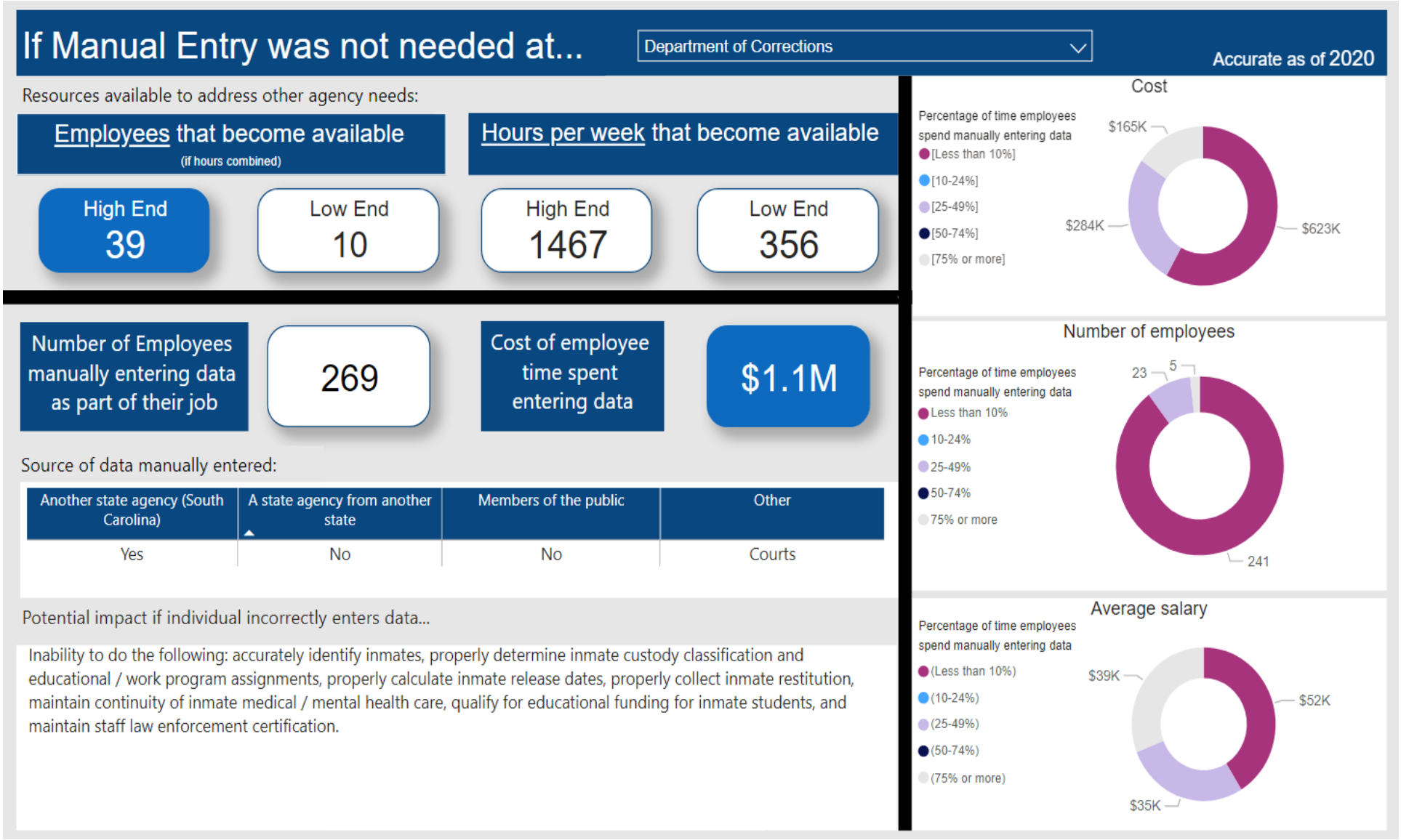
Manual Reentry

20. Attachment A was created based on information SCDC provided as part of the Accountability report in 2019-2020 related to manual entry of data, costs, and potential impacts of errors. Please review to ensure the information is accurate and provide any updates needed.

    - No updates are needed.

Attachment A



Manual Data Entry by Agency

How did House Legislative Oversight Committee (LOC) calculate estimated cost for manual data entry per agency?

- LOC obtained data below on agency manual data entry from the 2020 Accountability Report.
  - Do you have any employees who manually enter data?
  - Number of employees who manually enter data as part of their regular duties (either weekly or seasonally)?
  - Total Cost
  - Total Number of Employees
  - Number of employees spending 75% or more of their time manually entering data each year
  - Average salary for these employees (75%)
  - Number of employees spending 50-74% of their time manually entering data each year
  - Average salary for these employees (50-74%)
  - Number of employees spending 25-49% of their time manually entering data each year
  - Average salary for these employees (25-49%)
  - Number of employees spending 10-24% of their time manually entering data each year
  - Average salary for these employees (10-24%)
  - Number of employees spending less than 10% of their time manually entering data each year
  - Average salary for these employees (10%)
  - Source of data that is manually entered
    - Another state agency (South Carolina)
    - A state agency from another state
    - Members of the public
    - Other
  - If the data is not accurate, what is the potential impact?

- LOC used the following equations to calculate the cost of manual data entry per agency and if manual data entry is not needed, the number of hours per week that become available (low estimate and high estimate), and hypothetical number of employees that become available if hours were combined (low estimate and high estimate).
  - Cost of 75% or more of time on manual data entry (Median percent used, 85%)
    - ((Average salary)*(0.85))*(Number of employees spending 75% or more of time)
  - Cost of 50-74% of time on manual data entry (Median percent used, 60%)
    - ((Average salary)*(0.60))*(Number of employees spending 50-74% of time)
  - Cost of 24-49% of time on manual data entry (Median percent used, 35%)
    - ((Average salary)*(0.35))*(Number of employees spending 24-49% of time)
  - Cost of 10-24% of time on manual data entry (Median percent used, 15%)
    - ((Average salary)*(0.15))*(Number of employees spending 10-24% of time)
  - Cost of less than 10% of time on manual data entry (Median percent used, 5%)
    - ((Average salary)*(0.05))*(Number of employees spending less than 10% of time)
  - Hours per week that become available (low estimate) (37.5 hours used as work week)
    - ((Number of employees spending 75% or more of time)*(37.5*0.75)) + ((Number of employees spending 50-74% of time)*(37.5*0.5)) + ((Number of employees spending 24-49% of time)*(37.5*0.25)) + ((Number of employees spending 10-24% of time)*(37.5*0.1))
  - Hours per week that become available (high estimate) (37.5 hours used as work week)
    - ((Number of employees spending 75% or more of time)*(37.5*0.75)) + ((Number of employees spending 50-74% of time)*(37.5*0.74)) + ((Number of employees spending 24-49% of time)*(37.5*0.49)) + ((Number of employees spending 10-24% of time)*(37.5*0.24) + ((Number of employees spending less than 10% of time)*(37.5*0.1))
  - Number of employees that become available (low estimate) (37.5 hours used as work week)
    - (Hours wasted a week (low estimate))/(37.5)
  - Number of employees that become available (high estimate) (37.5 hours used as work week)
    - (Hours wasted a week (high estimate))/(37.5)

Accurate as of	09/15/2020 08:19
First Name	Erin
Last Name	Ferencik
Phone	803-896-1980
Email Address	Ferencik.Erin@doc.sc.gov
Agency Functional Category (as identified by EBO)	Public Safety and Criminal Justice
Subcommittee	Law Enforcement and Criminal Justice
Agency	Department of Corrections
Do you have any employees who manually enter data?	Yes
Number of employees who manually enter data as part of their regular duties (either weekly or seasonally)?	50 or more employees
Total Cost	$1,071,323.38
Total Number of Employees	269.00
Number of employees spending 75% or more of their time manually entering data each year	5
Average salary for these employees (75%)	$38,763.00
Cost (85%) (75%)	$164,742.75
Number of employees spending 50-74% of their time manually entering data each year	0
Average salary for these employees (50-74%)	$0.00
Cost (60%) (50-74%)	$0.00
Number of employees spending 25-49% of their time manually entering data each year	23
Average salary for these employees (25-49%)	$34,919.00
Cost (35%) (25-49%)	$283,908.93
Number of employees spending 10-24% of their time manually entering data each year	0
Average salary for these employees (10-24%)	$0.00
Cost (15%) (10-24%)	$0.00
Number of employees spending less than 10% of their time manually entering data each year	241
Average salary for these employees (10%)	$51,674.00
Cost (5%) (10%)	$622,671.70
Source of data that is manually entered - Another state agency (South Carolina)	Another state agency (South Carolina)
Source of data that is manually entered - A state agency from another state	N/A
Source of data that is manually entered - Members of the public	N/A
Source of data that is manually entered - Other	Courts
If the data is not accurate, what is the potential impact?	Inability to do the following: accurately identify inmates, properly determine inmate custody classification and educational / work program assignments, properly calculate inmate release dates, properly collect inmate restitution, maintain continuity of inmate medical / mental health care, qualify for educational funding for inmate students, and maintain staff law enforcement certification.
Hours that become available Low	356.25
Hours that become available High	1467.00
Number of Employees low	9.5
Number of employees High	39.12