

## HR Updates to Communicate as of 3/23/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

### **Statewide HR Project Survey for FY19**

We are asking for input on the process improvement projects that will be implemented in FY19. A survey went out on 3/20/18 to ask people for their top picks for implementation. You can access the survey at [http://uaa.co1.qualtrics.com/jfe/form/SV\\_bNKhLVj2NVdhhch](http://uaa.co1.qualtrics.com/jfe/form/SV_bNKhLVj2NVdhhch). Surveys must be completed by April 6th and the results will be shared with the HR Council on April 12th for prioritization of projects.

### **Banner 9 Upgrade**

Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur late summer and early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link: <http://edservices.elluciancloud.com/delivery/PublicOnDemand/B9QuickTour/bgen-B9-quick-tour.mp4>

*Update as of 3/21/18:* Final testing plan will be distributed to campus HR offices by 3/23/18. Testing results are due back 4/13/18. Results are due back to the vendor, Ellucian by 4/19/18. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

### **Accelerated Collection and Processing of New Hire Paperwork**

HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

*Update as of 3/21/18:* Team is redesigning electronic intake forms for new hires. Test forms will be presented to focus groups on 4/19/18.

### **Standardization of FML processing**

HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current

processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

Update as of 3/21/18: Team is finalizing the standard employee communications required by federal regulations. They will start working this month on a tool assessment to help determine the best way to implement the common procedures.

### **Faculty and Staff Compensation Equity Study**

SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

Update as of 3/23/18: Meet with the advisory and working groups to go over project scopes, timelines and what their roles are within the groups. Finalize timelines and schedules for faculty and pay equity projects.

### **UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**

The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

Update as of 3/23/18: HRIS is working with the regional payroll and personnel offices on developing instructions and processes to ensure smooth system changes as faculty move from A9 to F9 in Banner. Budget offices are updating NBAPOSN through April. These changes will not impact transitioning UAFT faculty pay or benefits. UAFT faculty will transition in the system on May 13, 2018. Labor Relations is providing training to campus directors and deans new to supervising UNAC faculty.

### **FY19 Open Enrollment**

SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.

Update as of 3/21/18: The team is making revisions to the draft electronic open enrollment form. HR Information Systems is working with vendors and OIT on benefit file changes. Updates to the website will be completed prior to April 16th.

### **Wellness Rebate Payout Changing**

Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we're seeing if a larger lump sum payout will incentivize more employees to participate in the program.

Update as of 3/21/18: Employees are starting to see the changes in their paychecks and have asked questions, but overall it's been well accepted.

### **Bona Fide Termination Regulations for PERS/TRS Retirees**

The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a "bona fide termination" of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA's retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website:

<http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2UI>

### **Alcohol and Other Drug Annual Notice Collaboration**

Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

Update as of 3/23/18 Still waiting on Student Services Council for review and approval of proposed notice collaboration protocol.

### **Leadership Development**

President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan.

The leadership development team is compiling information through a survey to assess what is currently provided by the University.

*Update as of 3/23/18:* A list of leadership development programs across the University has been compiled. The next step is to put together a leadership development advisory team to develop a vision and plan for enhancing our leadership capacity and succession.

### **Required Training**

Required training is now available through MyUA. Campus Risk officers are responsible for communicating to their employees.

*Update as of 3/23/18:* A communication is being sent out March 27 outlining the all employee required training, frequency, and learning management system. The next steps are to work with the Universities to include other required training in our learning management system for employee ease, reporting, and greater compliance.

### **Faculty Time Off Cash-In**

Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

*Update as of 3/20/18:* Budget bill (HB321) has passed the House and Senate. Effective dates of both bills are March 16, 2018. Once the governor signs the bill into law, Labor Relations will notify United Academics the benefit is available to UNAC faculty members who are eligible to cash in FTO. Information on how to Cash In FTO will be located on the SWHR website **once the benefit is available.** <http://alaska.edu/benefits/leaves/annual-leave-cash-in/>

### **Student Wages Meeting Minimum Wage**

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

### **Employee Tuition Waiver Changes**

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.

Update as of 3/23/18: The new online form reflecting the regulation changes will be available at the start of April. A University communication by the President will also go out at the same time.

### **Campus Housing Portal**

The campus housing portal that has been available to students through UAOnline is now also available to employees. Effective 3/13/18, a link was included in the Employee menu of UAOnline to go directly to the housing portal. This was requested by UAF Residence Life as many employees use housing services.

### **Removal of Transition Steps from Temporary Salary Schedule**

Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

### **Changes to Staff Benefit Charges**

Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

### **Tax Deductions for Employees in Canada**

Effective April 1st, three new deductions will be set up in Banner for employees that live and work in Canada. This is done in order to remain compliant with Canadian tax laws.

### **HSA Calendar Limits - 2018**

The HSA family contribution limits for 2018 have been lowered to \$6,850 per updates to the IRS regulations. These changes must be in Banner by March 23rd.

### **ACA Compliance**

The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.

### **Fiscal Year End Processing (April through July)**

HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

### **myUA Support**

HR Information Systems (HRIS) took on the support of myUA at the end of 2017. In February, information was sent to the campuses about moving training modules to myUA. HRIS has been reformatting and uploading training modules supplied by Everfi and campus departments into myUA and developing reports for supervisors and departments. As more people are becoming aware of the new tools and functionality, requests for updates and assistance have been steadily increasing. There are functions within myUA that are not being utilized or are underutilized by the University. The team is committed to making improvements and rolling them out on a monthly basis. Some of the upcoming improvements will include better standardized reports, updated security settings, and training distribution.

### **Recruitments of Leadership Positions**

#### **UAA Chancellor**

- [March 9, 2018 UAA held open forums](#)
- Search Committee identifying dates for on campus finalist visits

#### **UAA VCAS**

- [Beverly Cotton Shuford named Vice Chancellor for Administrative Services](#)
- Starts May 3, 2018

#### **UAF Provost**

- [Search information](#)
- Early March 2018 – First round of interviews
- Early/mid April 2018 – Campus visits for finalists
- July 2018 or soon thereafter – New provost assumes office

#### **UA VPASA**

- Reopening recruitment March/April 2018

UA CITO

- Beginning recruitment

UAS Alaska College of Education Executive Dean

- [Two finalists identified: Dr. Steve Atwater and Dr. Kathryn Hildebrand](#)