

## HR Updates to Communicate as of 6/22/2018

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>.

### **Learning Management System**

UA is committed to making our campuses a safe and positive work environment for our faculty, staff, and students. The Employee Learning Library contains the four required training courses all UA employees must complete. Required training #1-3 must be completed by June 30, 2018.

1. Illness and Injury Prevention (One time)
2. Hazard Communication (One time)
3. Anti-bullying in the Workplace (One time)
4. Title IX Training (Annually by October 1st)\*

Other training records, including those required by work location or job function, will be added in the future.

Requests for additional training courses to be deployed through myUA should come from the functional department that is responsible for the training content. Those requests can be made to [ua-hris-helpdesk@alaska.edu](mailto:ua-hris-helpdesk@alaska.edu).

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

Thank you to those who participated in the the ranking of HR projects for FY19. Below is a list, in priority order of projects, that were chosen for implementation. Please be aware that FY18 unfinished projects and FY19 required projects will be first on the list. We will try to get as many FY19 process improvement projects done as possible. The number completed or started will be dependent on resources available for implementation and testing at SWHR and the university HR offices.

#### **FY18 Unfinished Projects to Finish in FY19:**

1. New hire on-boarding
2. Recruitment streamlining
3. Leadership succession planning
4. EPAF notice integration with OnBase
5. SPARK layout for retirement vendor files
6. Total compensation and pay equity study
7. Medical and pharmacy claims audit

#### **FY19 Required Projects:**

1. Banner 9 upgrade
2. Local 6070 CBA negotiations
3. PERS/TRS vendor file changes
4. RFP for medical, dental, pharmacy and vision
5. RFP for wellness program
6. Student compensation study
7. Temporary compensation study
8. Affirmative Action Plan process review and streamlining

**FY19 Process Improvement Projects:**

1. Implement self-service for non-open enrollment deductions
2. Supervisor training through MyUA
3. W-4 changes through UAOnline
4. Direct deposit selection through UAOnline
5. Create expert referral list for training opportunities
6. Develop common employee relations templates and guidelines
7. Contract extension EPAF
8. Adjunct job set-up EPAF
9. Revise temporary regulations and create tracking mechanism
10. Staff salary schedule redesign
11. Develop common recruitment committee procedures
12. Semester taught tracking for adjuncts
13. Streamline work outside Alaska process
14. FTO accrual Streamlining for contract extension
15. Annual faculty salary increase process
16. Tracking volunteers and affiliates in Banner
17. Integration of open enrollment and Banner

**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 6/14/18: The last two HR Banner forms has been completed and tested. We will begin creating HR specific training materials after July 1st.

### **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 6/18/18: We are testing electronic intake forms for new hires. We will continue work on creating and testing forms. We will be starting the process of deployment of these forms through the MyUA OnBoarding tool.

### **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 6/18/18: Team has selected UAS IT to develop an in-house tool to manage intake and tracking of FML cases. UAS IT has initiated tool development and the team is providing technical requirements/specifications.

### **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 was 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 6/18/18: Continuing to benchmark staff positions to market. In addition, analyzing compensation data for staff, faculty, senior administrators and officers. Reviewing cost of labor at different campus location.

### **Wellness Program Rebate Payout Changing**

Employees (and spouses) who qualified 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 6/21/18: as of June 5 we have the final participation numbers and had 2,029 members (1,451 or 48% of employees and 578 or 37% of spouses) meet all requirements to qualify for the FY19 rebate. This is 45% of those members eligible 100% of the time period May 1, 2017 through April 30, 2018. By comparison, the final numbers for last year were 40% of eligible members. For comparison, most wellness programs consider 35 to 40% participation to be a very respectable level of engagement.

The increase is most likely due a combination of different requirements (if a member had favorable biometrics in FY17, they only had to complete the personal health assessment to qualify) and the change to a lump sum payout. We make sure the wellness program is responsive to member feedback and make changes as needed to keep it interesting and engaging.

### **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 6/21/18: The team facilitating the leadership assessment (Dr. Veazey, Dr. Cundiff, Christi Bell, and Keli McGee) presented the gap analysis and discussed next steps with President Johnsen June 20. Next steps are to develop a scope of work recommended and present to President Johnsen.

### **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.

Update as of 6/18/18: Changes to the student salary schedule is in place and posted on <http://alaska.edu/classification/salary-schedules/>. All students that were below state minimum wage were transferred to the new rate of \$9.84 effective 5/13/18.

**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 removed. 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.

**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.

**Annual Leave Cap**

HR system will cap the annual leave rollover for FY19 at 240 hours (320 hours for IAFF union members) effective July 8, 2018. This allows employees to use annual leave on their timesheets through June 30th (as per BOR Policy) prior to the cap taking place.

**Recruitments of Leadership Positions****UAA Chancellor - updated 6/20/18**

- We are welcoming Dr. Cathy Sandeen as our new UAA chancellor. See <https://www.uaa.alaska.edu/about/administration/office-of-the-chancellor/chancellorsearch.cshtml> for the announcement.
- Interim Sam Gingerich announced his retirement effective 9/30/2018.

**UAA Interim Provost - updated 6/20/18**

- Interim Provost Duane Hrnecir's position ends 6/30/2018. Dr. John Stalvey has been appointed Interim Provost effective 6/20/2018 allowing for a transition. Recruitment for a permanent provost will begin once Dr. Sandeen has started her chancellor position.

**UA CITO - updated 6/20/18**

The first meeting for the search committee is on 6/27/19 to review applicants. Committee members are Adam Paulick, Alan Fugleberg, David Fitzgerald, Kari Burrell, Michael Ciri, Michelle Pope, Myron Dosch, Paul Layer, and Kara Axx.