# UA Human Resources Communication Update

## April 2022

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Completion</th>
<th>Updates as of 4/13/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardization of FML Processing</td>
<td>In Progress</td>
<td>The selection for a combined FML/ADA/LTD vendor is in the process of being awarded. Plan to complete vendor change for FY23.</td>
</tr>
<tr>
<td>Roxen Campus HR Website</td>
<td>In Progress</td>
<td>The operations team is working to review and update all relevant and pertinent information on the new UA HR website.</td>
</tr>
<tr>
<td>ACA Annual Reporting</td>
<td>Complete</td>
<td>HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to outsource the annual compliance and reporting obligations for ACA.</td>
</tr>
<tr>
<td>Direct Deposit for Payroll Adjustment Run</td>
<td>Complete</td>
<td>HR Operations is working with key stakeholders and partners to implement direct deposit for the off-cycle payroll adjustment runs.</td>
</tr>
<tr>
<td>Student Classification and Compensation</td>
<td>Approved Effective 7/1/22</td>
<td>Talent Acquisition, Personnel and HRIS is working on an implementation plan for the new salary tables to be applied in FY23.</td>
</tr>
<tr>
<td>Temporary Employee Review</td>
<td>Approved December 2022</td>
<td>The public comment period has passed. The HR Teams will work on a project plan to implement the new regulations in October 2022.</td>
</tr>
<tr>
<td>Banner to Cloud Migration</td>
<td>10/2022</td>
<td>UA OIT is leading a project to migrate the Banner infrastructure to the cloud to be maintained by Ellucian. Will require extensive testing of all Banner functionality and the revision of payroll and reporting processes that are done by HRIS.</td>
</tr>
<tr>
<td>Project</td>
<td>Date</td>
<td>Details</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Banner Access Management</td>
<td>July 2022</td>
<td>To support the Banner to Cloud Migration project, Banner Access Management must be implemented to administer Banner security.</td>
</tr>
<tr>
<td>Electronic I-9 Solution</td>
<td>Fall 2023</td>
<td>HR is researching potential online I-9 solutions for new and rehired employees.</td>
</tr>
<tr>
<td>Supplemental Annual Leave Cash-In Program</td>
<td>Complete April 2020</td>
<td>HR Operations is working in partnership with Talent Acquisition and Labor &amp; Employee Engagement to implement a supplemental annual leave cash-in program for FY22.</td>
</tr>
<tr>
<td>Fiscal Year End Processes</td>
<td>July 2022</td>
<td>HR Operations is leading the HR transition from FY22 to FY23 in partnership with all of UA HR and the Budget Workteam.</td>
</tr>
<tr>
<td>UA HR Portfolio Management</td>
<td>Ongoing</td>
<td>UA HR is in the early stages of implementing a formal portfolio management framework. The purpose of this initiative is to ensure that all HR programs and projects are aligned to specific strategies and prioritized to ensure achievement of strategic objectives.</td>
</tr>
</tbody>
</table>

Human Resources is making improvements to the system and procedures to better serve employees. This is an update on projects currently in progress. Our projects are a team effort. As we improve our processes, we communicate with those directly impacted throughout the system.

**Process Improvement Projects and Tasks**

The Employee Transitions and Benefits team is continuing the work to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This includes assessing current processes, establishing common tracking methods.

**Standardization of FML processing** and streamline of processes to implement new tools to collect and manage FML requests efficiently and securely.

*Update as of 3/23/2022:* Vendor implementation is underway. Go live 7/1 for FY23.
UA HR Website
A project plan is in place to further develop the UA HR webpage. This project will turn into a coordinated task with members from each HR team once the move from Roxen is complete.

*Update as of 4/13/22:* Operations teams are reviewing existing content, updating information as needed. Ops team pages have been built and content is being added as it is ready. Pages will be reviewed by UA HR teams for accuracy in April and presented to HR Coordinators to review in May.

Temporary Employee Review
Talent Acquisition in conjunction with Operations, Employee Transitions and Benefits, and Customer Service, are reviewing Temporary Employees’ processes, policies and regulations. This will allow the University to be in better compliance with both ACA and The State of Alaska Department of Retirement and Benefits requirements.

*Update as of 04/13/2022:* The proposal has been approved by the UA President and Governance groups. The Temp Work Team will be meeting April 2022 to work out implementation details. The proposed implementation will be October 2022.

ACA Annual Reporting
HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to outsource the annual reporting obligations for ACA.

*Update as of 4/6/2022:* The implementation is complete. Employee Transitions and Benefits and HR Operations will continue to work with the vendor as needed. This project will no longer be included in the Communication Updates.

Electronic I-9 Solution
HR Operations is researching different solutions that will allow for the online completion of I-9 forms for new hired and rehired employees. This will streamline hiring processes, and move the University closer to same-day readiness for newly hired employees.

*Update as of 3/23/22:* Demonstration of the I-9 product from Hyland for the HR Coordinators took place on March 18th and feedback is being reviewed by Personnel. The business plan was submitted to the HR Advisory Council for review and approval.

Direct Deposit of Payroll Adjustment Runs
HR Operations is working with SW Financial Systems, SW Cash Management and OIT to implement direct deposit for the off-cycle payroll adjustment runs. Expectation is that this project will be completed at the end of March.

*Update as of 4/1/22:* Implementation and testing is complete. The new process went into effect March 28.
UA HR Portfolio Management

UA HR is in the early stages of implementing a formal portfolio management framework. The purpose of this initiative is to ensure that all HR programs and projects are aligned to specific strategies and prioritized to ensure achievement of strategic objectives.

Update as of 4/6/2022: HR Operations has partnered with all areas of UA HR to capture and categorize all current and known future projects. HR leadership introduced the initiative to the HR Advisory Group on 4/4/2022.

Required Projects and Tasks

Banner to Cloud Migration

UA OIT is leading a project to migrate the Banner infrastructure to the cloud so it can be maintained by Ellucian. This will require extensive testing of all Banner functionality and the revision of most of the payroll and reporting processes that are done by HRIS. Cross-over to the cloud is scheduled for 10/20/2022 to 10/23/2022.

Update as of 4/6/22: The team of HR core testers is currently performing functional testing through mid-May. HRIS is tracking issues and will ensure resolution.

Banner Access Management

In order for the Banner to Cloud Migration project to be successful, Banner Access Management must be implemented. This is the Ellucian provided tool to provide access to Banner pages for employees.

Update as of 4/6/22: To streamline the Banner Access Management implementation, the current HR security classes will be migrated as they currently exist. The redesign of HR Security will not occur until after the migration.

Request Management Replacement

UA HR currently uses Spoke for our request management and knowledge base functions. The vendor has been acquired by another organization and will not be continuing support for this product. The current contract ends on 6/30/22 and a replacement is required. TeamDynamix is a project management, request management and knowledge base tool that is currently used by UAA IT and OIT. UA HR will join these other university departments in implementation as a replacement for SPOKE.

Update as of 4/6/22: The additional licenses for UA HR users are now available. Discussions with the vendors are occurring and the project scope is being developed. UA HR will be reaching out to stakeholders on the project and to solicit members for the implementation team.
Student Salary Table Implementation
Talent Acquisition, Personnel and HRIS will work together to implement the new student salary table structure that was approved by President Pitney and will be effective on 7/1/22.

*Update as of 3/23/22:* A procedure for departments to follow for submitting student assignments to UA HR was sent out to the HR Coordinators. As assignments are submitted, Personnel is working with Talent Acquisition to move them over to the new salary structure.

Testing HR’s B9 Admin Pages for Problem Resolution
HR was the first functional area to test B9 transformed pages and because of this, the format they were delivered in is not the same as all of the other B9 pages used today by other functional areas. Payroll and Personnel are encountering problems with these transformed pages requiring assistance from Ellucian to triage and fix.

*Update as of 3/4/22:* Ellucian resources have begun working on the highest priority page, PHAHOUR, which greatly impacts the accurate time entry and payroll calculation. Testing of changes are waiting on the vendor to deliver new files.

Calendar Year End Processes
HR Accounting, Payroll and HRIS are working together to complete the calendar year end processes. Completion is expected by the end of February.

*Update as of 3/23/22:* This project is now complete.

Staff Benefit Projections
HR Accounting is beginning work on Staff Benefit Projections. This project entails using current and prior year’s actual staff benefits costs to project what the FY23 staff benefit costs will be. These amounts are used by Cost Analysis to establish the staff benefit rates for FY23.

*Update as of 3/23/22:* Team members are finishing up final projections and working with SW Cost Analysis on resolution of questions.

Supplemental Annual Leave Cash-In Program
HR Operations is working in partnership with Talent Acquisition and Labor & Employee Engagement to implement a supplemental annual leave cash-in program for FY22. The program is intended to acknowledge the challenge employees have had with taking time off due to both the COVID-19 and staffing shortages.

*Update as of 4/6/2022:* The process for supplemental annual leave cash-in is complete and was communicated to UA employees on 3/29/22.

Fiscal Year End Processes
HR Operations is leading the HR transition from FY22 to FY23 in partnership with all of UA HR and the Budget Workteam.
Update as of 4/6/2022: HRIS is currently drafting the HR FY Instructions and will distribute for input and feedback in April. The annual planning meeting with the Budget Workteam is scheduled for mid-May.

Miss an update? Review past UA Human Resources Communications