



## ***UA Human Resources Communication Update February 2022***

<b>UA HR Projects and New Tasks</b>		
<b>Project</b>	<b>Estimated Completion</b>	<b>Updates as of 2/10/2022</b>
Standardization of FML Processing	In Progress	The selection for a combined FML/ADA/LTD vendor is in the process of being awarded. Plan to complete vendor change for FY23.
Roxen Campus HR Website	In Final Testing Phase	The operations team is working to shut down the operations sections of the old website and to consolidate all relevant and pertinent information into the new UA HR website section. Roxen is being discontinued as OU Campus is the sole information clearing house for UA info.
Student Classification and Compensation	Approved Effective 7/1/22	Talent Acquisition, Personnel and HRIS is working on an implementation plan for the new salary tables to be applied in FY23.
Temporary Employee Review	UA President Reviewing	The public comment period has passed. The HR Teams will work on a project plan to implement the new regulations in October 2022.
Banner to Cloud Migration	10/2022	UA OIT is leading a project to transfer 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.
Streamline of Faculty Contract Extensions	Spring 2022	HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner.
Electronic I-9 Solution	Fall 2023	HR is researching potential online I-9 solutions for new and rehired employees.

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 new streamlined processes to implement new tools to collect and manage FML requests efficiently and securely.

*Update as of 2/10/2022:* Vendor selection of silver medalist is being processed. Contract termination of current vendor underway due to performance failure of initially selected vendor.

### **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 2/9/22:* The project plan to migrate all existing content and create updated content for Operations has been completed. The new pages have been built and Operations is loading content. The work to update existing content has begun.

### **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 02/9/2022:* The proposal has been approved by the UA President and Governance groups. The Temp Work Team will be meeting March 2022 to work out implementation details. The proposed implementation will be October 2022 .

### **Faculty Hiring Process Improvement**

Talent Acquisition has begun the process to review and adjust the faculty hiring process within myUA. This will allow all MAUs to use a singular process and singular language to hire staff. It will also reduce some of the current statuses being used within myUA.

*Update as of 01/11/22:* The work team has reviewed requirements and is working on language and statuses within myUA. The project is continuing to move forward with a proposed completion date in 3Q FY22.



### **Streamline of Faculty Contract Extensions**

HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner. The proposed changes would eliminate the following items:

- Need for UA departments to create and submit job forms and appointment letters.
- 10 earnings codes and
- Two job change codes
- Customized processes to apply holiday leave to those on contract extension
- Manual processing of timesheets for those taking leave while on contract extension

*Update as of 2/3/2022:* Feedback from General Counsel has been received. Revisions to the proposal based on this feedback is in process. The next step is to share this with the HR Coordinators throughout the system.

### **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 2/1/2022:* The implementation with the 3rd party vendor, Accord, is in progress with completion expected in February. Accord will distribute 1095-C forms to University employees.

### **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 2/8/22:* Two vendors have been identified as potential providers. Cost estimates are being gathered and demos are wrapping up. Demonstrations of the product(s) that meet the University's objectives will be scheduled for the HR Coordinators so that they may provide feedback.

### **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 2/3/22:* Implementation meetings will start on February 4, 2022.

## ***Required Projects and Tasks***

### **Banner to Cloud Migration**

UA OIT is leading a project to transfer 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 2/1/22:* The team of HR core testers are completing preliminary surface testing, and preparing for more extensive testing to be completed in Q2.

### **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. New HR Security classes will need to be developed and implemented in the new tool.

*Update as of 2/3/22:* Training on the new tool is complete. HR Ops will start a project plan and reach out to stakeholders in February.

### **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 2/3/22:* Technical demos for all UA HR staff are complete. Employee experience demos for HR Coordinators will be scheduled within the next month. Development of a communication plan to impacted stakeholders is underway.

### **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 2/8/22:* The Project Team concluded the focus group discussions and are drafting the final process to send out to the HR Coordinators for comment. Implementation will be able to get started once feedback is reviewed and concerns answered.

### **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 2/3/22: Ellucian resources have begun working on the highest priority page, PHAHOUR, which greatly impacts the accurate time entry and payroll calculation. .

### **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 2/3/22: This project is now complete. W2 forms were made available to employees via UAOnline on January 18, 2022.

### **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 2/3/22: Team members are working on the projections with an expected completion date of the end of February.

Miss an update?

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