



UA Human Resources Communication Update September 2021

UA HR Projects and New Tasks		
Project	Estimated Completion	Updates as of 9/15/2021
Standardization of FML Processing	In Progress	The Benefits Team has selected an FML vendor to ensure compliance for federal and all state FML regulations. Implementation in progress, with an anticipated go live in November.
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	Talent Acquisition has begun the process to review and adjust the student classification and compensation tables which will allow for more flexibility with student compensation.
Temporary Employee Review	UA President Reviewing	All HR Teams have been reviewing the Temporary Employees process, policy and regulations ensuring the University is in compliance with both ACA, the State of Alaska Department of Retirement and Benefits requirements.
Testing to Decommission Talkeetna	This project has been rolled into the Banner Migration to the Cloud as of 9/2021	HR needs to test all of their SQR programs to ensure they continue to work in the new Pro C language after the migration. There are currently 10 SQRs remaining for HR to test.
Testing HR's B9 admin pages to align with EAS required format	December 2022	There are four HR pages left to test. The current priority is the page PHAHOUR and



		HR is in the process of developing a SOW with Ellucian.
Streamline of Faculty Contract Extensions	Spring 2022	HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner.
Post-COVID Workplace	Fall 2021	Proposed regulations have been sent to leadership and governance for feedback.
Remote Work Training Sessions (OPS)	Anticipated September & October 2021	Collaborate and create new remote work training sessions specifically for HR Coordinators, UA Employees and UA Supervisors. These will help explain the new regulations, processes, and resources and provide information needed to answer questions from employees and implement long-term remote work agreements. Marketed through direct emails and HR training schedule .
Training Sessions by TouchCare & UA ETB (Benefits)	September 2021	Launched 5 training webinars for new benefits advocacy and transparency service, TouchCare, for UA employees to learn how to better navigate health benefits. Marketed through direct emails. See HR training schedule for links (live and recording)

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

Standardization of FML processing

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

Update as of 8/26/2021: The team is continuing to manage the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave with the FML process. The request form for EFMLEA has been created in NextGen with validation being done by staff from

general counsel and the President's Office. FML vendor implementation with HRIS integration is underway. Go live is set for 11/1/21, pending HRIS capacity.

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 9/15/21: The Front Office team continues to work with the Operations Team to make sure all Roxen documents are transferred to the new site.

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 07/13/2021: The Temp Work Team has presented the proposal to the UA President, it is with the UA President for final review and approval. Due to FY end requirements, proposed implementation date is October 2021.

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 07/13/2021: 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 2Q FY22.

Post-COVID Workplace Project

HR is leading a cross-functional, cross-campus team to research and identify the University of Alaska workplace after the COVID pandemic.

Update as of 09/10/2021: Summaries of the student and employee surveys have been posted to the project website. Comments received from governance is being reviewed and revisions based on these comments will be presented to the President on September 17.

OIT and Public Affairs has worked diligently on a new Remote Work website. Content identified by the project teams are being added and will be ready for publication prior to September 30.

UA HR is scheduling informational sessions at the end of September and beginning of October to share with employees, supervisors and HR Coordinators the new processes as well as to answer questions on the new regulations.



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 09/10/2021: The proposed changes have been reviewed by the Budget Workteam for initial feedback. We are now reviewing the proposed changes with the Provosts' offices to identify impact to faculty appointment letters.

ACA Annual Reporting

HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to identify a vendor that can take on the annual reporting obligations for ACA.

Update as of 9/10/2021: A possible vendor has been identified and a demo completed. HR Operations is working on a business case for outsourcing this process.

Required Projects and Tasks

Testing HR's B9 Admin Pages for Format Alignment with the Rest of UA

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. EAS requested that HR retest all of their B9 administrative pages a second time to bring them in alignment with the more recently delivered B9 administrative pages allowing EAS to support each page into the future

Update as of 9/10/2021: UA HR is working with OIT and SW Finance to complete the procurement with Ellucian.

Testing to Decommission Talkeetna

This project has been transitioned to the Banner migration to the cloud project..

Update as of 9/10/2021: UA HR representation is on the steering committee and project team for this new project. The initial meeting with Ellucian will be held next week.

Staff Benefit Actuals

HR Accounting begins work on the FY21 Staff Benefit Actuals at the beginning of August completing most of the tasks by the end of September. The main task is to gather information about the actual costs of all of the staff benefits for the previous fiscal year. This information is given to Cost Analysis and is audited. The information is also used to facilitate the Staff Benefit Projections project for the next fiscal year.



Update as of 9/13/21: We are well on our way to completing this project on time. Some major parts of the project will be uploaded to Cost Analysis this week.

New Earn Codes Implementation

Four new earnings codes are being created to aid UAHR in the administration of L6070 Lead Person, Shift Differential, Supervisory, and Supervisory Overtime pay for union and nonunion employees.

Update as of 9/10/2021: This project is complete.

Unclaimed Property

HR Accounting is working with SW Financial Systems and Payroll to review the list of stale dated checks to comply with the State of Alaska regulations on unclaimed property.

Update as of 9/10/2021: HR Accounting is starting the review of the initial list created by HSW Financial Systems to determine which checks have already been reissued to employees. Once this is determined, a letter will be sent to those employees with checks that are subject to the unclaimed property regulations.

Miss an update?

[Review past UA Human Resources Communications](#)