



UA Human Resources Communication Update

August 2021

UA HR Projects and New Tasks		
Project	Estimated Completion	Updates as of 8/19/2021
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 Progress Must be complete 08/31/21	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.
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.
Upgrade Termination Workflow	Completed: August 8th, 2021	The upgrade to production is scheduled for August 7th and 8th of 2021. Validation/testing of the upgrade is scheduled for Sunday, 8/8/21.



Testing to Decommission Talkeetna	No Date Provided for 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 12 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	Fall 2021	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.

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 7/28/2021: The team is continuing to manage the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave with the FML process. The request form for EFMLA 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 7/12/2021: The Front Office team is working with OIT and has established Google Analytics and Hotjar coding on all HR Webpages to further enhance our web page offerings based on input form viewers. HR Operations continues work on moving files from Roxen into OU Campus with a project completion date targeted for

mid-August. The UAF HR website has been redirected to the UA HR website, effective 7/12/21.

Student Classification and Compensation

Talent Acquisition has begun the process to review and adjust the student classification and compensation tables. This will allow the university to have more flexibility in being able to adjust for changes to minimum wage and review how many student classifications are needed.

Update as of 07/13/2021: The Student Class and Comp work team has presented the final proposal to the UA President, the proposal has been approved.

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 08/11/2021: Based on feedback gathered from the Transition Monitoring Team, the Technical Expertise Resources group, and faculty, staff and students, the Project Team has drafted the proposed remote work regulations. The proposed regulations have been sent to governance groups for a for a 30-day feedback period.

The Transition Monitoring team continues to work through the comments and text answers of the Employee and Student Experience Survey.

The Technical Expertise Resources group is drafting the remote work administrative guidelines, training and other resources..



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 08/11/2021: The proposed changes have been reviewed by UA HR leadership and staff and the Cost Analysis department. It will be presented to the Budget Workteam for initial feedback on 8/12/21.

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 8/4/2021: There are four HR pages left to transform and test. They are: phahour, phareds, nei2trm and noaepaf. The highest priority is phahour because recent issues with this page are impacting payroll processing. There is a workaround, but it is manual. UA is currently unable to make changes to phahour or support it in any way because the page is not in the same format as all other B9 pages. HR is in the process of developing a SOW with Ellucian to transform, fix and test this page. FYE has concluded so discussions on this project have begun again.

Testing to Decommission Talkeetna

OIT needs to migrate Banner and other dependent applications off of the unsupported Talkeetna cluster to new and supported hardware before the upcoming generator test. HR will need to test all of their operational functions that are part of this migration.

Update as of 8/4/2021: HR needs to test 12 of their remaining SQR programs so they continue to work in the new Pro C language after the migration. Additional testing must be conducted for all other operational processes however only portions of the test environment are configured. FYE has concluded so discussions on this project have begun again.

Upgrade Termination Workflow

OIT Enterprise Application Services is upgrading the Workflow tool to version 8.8. This impacts the termination workflow process for UA HR. *Update as of 8/11/2021 :* Project is complete.



Fiscal Year End

HRIS, Personnel, Payroll and Accounting are beginning tasks related to the close of the fiscal year. Update as of 7/28/21: Project is complete.

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 8/4/2021: Goal for completion of project is September 30th

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 8/11/2021: HRIS, HR Accounting and Payroll has met to begin testing plans. Goal for implementation is September 30th.