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UA Human Resources Communication Update
September 2022

UA HR Projects and New Tasks		
Project	**Estimated Completion**	**Updates as of 9/21/2022**
UA HR FY23 Strategy: Redesign UA HR Website	June 30, 2023	Our web team will review, design with input from the UA community and launch a dynamic new web presence.
UA HR FY23 Strategy: Job Forms	April 30, 2023	UA HR Operations will review and eliminate up to three job forms.
UA HR FY23 Strategy: HR Staffing Plan	March 31, 2023	UA HR Labor will develop and present a UA HR Staffing Plan to HR Leadership and the President.
UA HR FY23 Strategy:	February 28, 2023	UA HR ETB will be restructuring the foundational employment data.
UA HR FY23 Strategy: UA HR Hiring Process Review	In Progress June 30, 2023	UA HR is reviewing and implementing changes in the university hiring process. The purpose of this initiative is to reduce cycle time for staff hiring and create a more nimble and flexible hiring process to meet dynamic job market conditions.
Temporary Employee Review	Approved December 2022	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	October 2022	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.

UA HR Projects and New Tasks		
Project	**Estimated Completion**	**Updates as of 9/21/2022**
Banner Access Management	October 2022	To support the Banner to Cloud Migration project, Banner Access Management must be implemented to administer Banner security.
Electronic I-9 Solution	Fall 2023	HR is researching potential online I-9 solutions for new and rehired employees.
Educational Attainment Incentive Program	In Progress	UA HR has developed and is implementing an Educational Attainment Incentive Program (EAIP). The purpose of this initiative is to provide staff incentives for achieving levels of education and personnel development. The draft proposal has been approved by President Pitney.
Integration of NextGen and OnBase	In Progress	HRIS is working on an initiative to integrate the NextGen (dynamic forms) and OnBase (records management) systems. The purpose of the integration is to automate the transfer of key HR documents into an employee's personnel file, thereby reducing manual work currently required by HR staff.
Background Check Integration	September 2022	Talent Acquisition and HRIS are working to integrate myUA with a new provider to streamline and automate the background check process.

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

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 08/18/2022:* The proposal has been approved by the UA President and Governance groups.The Temp Work Team is meeting to work out implementation details. The proposed implementation will be October 2022 .

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 9/20/22:* The contract for the new vendor is in process and will begin in October 2022.

UA HR Hiring Process Review

UA HR is reviewing and implementing changes in the university hiring process. The purpose of this initiative is to reduce cycle time for staff hiring and create a more nimble and flexible hiring process to meet dynamic job market conditions.

> *Update as of 08/16/2022:* Implementation and program review has begun with several work teams that have broken down these nine projects and are working on the planned improvements. Timelines have been developed, for project completion NLT December 2023. There will be incremental roll outs of the sub projects. The sub projects are: Applicant Info, Job Advertising, Recruitment Timeline, Tools, Background Checks, Compensation, PCN Process, Page Up Permissions and Training, and Communication and Engagement.

Educational Attainment Incentive Program

UA HR is in the final stages of developing and implementing an Educational Attainment Incentive Program (EAIP). The purpose of this initiative is to provide staff incentives for achieving levels of education and personnel development. The draft proposal has been approved by President Pitney. UA HR has developed and submitted for approval formal regulations and is developing tools for the implementation of the initiative.

> *Update as of 08/18/2022:* The EAIP work team has developed implementation guidelines, regulations, and procedures. The draft proposal will be communicated out to leadership and governance for comment. The goal is to be complete and implemented by September 2022.

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Integration of NextGen and OnBase

HRIS is working on an initiative to integrate the NextGen (dynamic forms) and OnBase (records management) systems. The purpose of the integration is to automate the transfer of key HR documents into an employee's personnel file, thereby reducing manual work currently required by HR staff. The project includes developing a consistent, documented, repeatable integration process, as well as applying the integration to several HR documents.

> *Update as of 09/20/2022:* Completed integrations include the W-4 form, Remote Work Agreement, and Performance Evaluation form. Next up is the Relocation Request Form.

Background Check Integration

Talent Acquisition and HRIS are working to integrate myUA with a new provider to streamline and automate the background check process.

> *Update as of 09/20/2022:* The integration has been tested, configured, and turned on, it is currently in use by Talent Acquisition and a sub-group of HR Coordinators. h

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 9/20/22:* Phase 3 cross-functional testing, which includes running a full test payroll process, EPAFs and workflows, is completed. Testing of HRIS technical processes is almost complete. . Final preparations for the cutover, including end user guidance and support, will occur in October.

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 9/20/22:* Training on the new tool is now scheduled for the end of September.

UA HR Customer Experience Focus Group

> The new Enterprise Service Management (ESM) system was successfully launched on July 1, 2022. UA HR continues to work with the UA community to

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learn ways to improve the customer experience by meeting monthly with a focus group made up of representation from university governance organizations. The focus group is currently providing input on a feedback survey that allows customers to express their experience interacting with UA HR. This survey will be designed to provide actionable and immediate feedback to UA HR so that customer experience can be improved.

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 9/20/22:* Ellucian resources are working on the highest priority page, PHAHOUR, which greatly impacts the accurate time entry and payroll calculation. HRIS and EAS tested a solution provided by Ellucian that proved unsuccessful; waiting on additional guidance from Ellucian.

Miss an update?
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