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UA Human Resources Communication Update
July 2022

UA HR Projects and New Tasks		
Project	**Estimated Completion**	**Updates as of 7/13/2022**
Roxen Campus HR Website	In Progress	The HR Operations team is working to review and update all relevant and pertinent information on the new UA HR website.
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 theBanner 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.
Banner Access Management	July 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.
Fiscal Year End Processes	July 2022	HR Operations is leading the HR transition from FY22 to FY23 in partnership with all of UA HR and the Budget Workteam.
UA HR Portfolio Management	Ongoing	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.
UA HR Hiring Process Review	In Progress	UA HR is in the early stages of reviewing and then 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.
Educational Attainment Incentive Program	In Progress	UA HR is in the early 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 Customer Experience Enhancement	Completed July 1, 2022	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.
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

Standardization of FML processing
The Employee Transitions and Benefits team has worked 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 that cover all Family Medical leaves across all states. Vendor implementation and roll-out complete.

> *Update as of 7/1/2022:* FY23 go-live of 7/1/2022. New time tracking to begin 7/6/2022, after the Independence Holiday weekend.

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 7/15/22:* The Ops team pages are on hold until after fiscal year end.

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 07/13/2022:* 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 6/14/22:* The contract for the new vendor is in process and will begin in July 2022.

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 6/14/2022: Development of the initiatives, prioritization criteria and project assessment process is underway. The draft document will be shared with university leadership soon for feedback.

UA HR Hiring Process Review

UA HR is in the early stages of reviewing and then 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 06/15/2022: A review of the process has been facilitated by UAF's Project Improvement Team (PIT). Redesign planning is taking place from Jun 10th -30th. 9 sub-projects have been identified and timelines are being 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 07/13/2022: The EAIP work team has developed implementation guidelines, regulations, and procedures. The draft proposal will be communicated out to leadership and governance for comment at the beginning of the FY. The goal is to be complete and implemented by September 2022.

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 07/12/2022: The W-4 form integration has been completed. Upcoming integrations include Remote Work Agreement and Performance Evaluation forms.

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 7/12/22: Phase 3 cross-functional testing, which includes running a full test payroll process, is scheduled for July 18 - August 5.

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 6/13/22: Training on the new tool is now scheduled for July.

UA HR Customer Experience Enhancement

Update as of 7/1/22: The new system was successfully launched on July 1, 2022.

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 6/14/22: Personnel is working with Talent Acquisition to move student jobs 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 7/12/22: Ellucian resources have begun working on the highest priority page, PHAHOUR, which greatly impacts the accurate time entry and payroll calculation. Testing of changes is expected to occur in late July.

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 7/12/2022: Fiscal Year End processes are in progress and on track, details may be found on the UA HR website. Salary, job, and budget rolls have been completed. Upcoming key milestones include performing the leave roll processes. A post-process lessons learned session is scheduled for early August.

Miss an update?
Review past UA Human Resources Communications