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UA Human Resources Communication Update

UA HR Projects and Tasks		
Project	**Estimated Completion**	**Updates as of 5/20/2021**
Standardization of FML Processing	In Progress	The Benefits Team is continuing the work to improve and standardize the processing and tracking of FML across the UA system.
Roxen Campus HR Website	In Progress Must be complete 06/30/21	The Project Team is working to shut down the prior HR 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. 4/29/21
Student Classification and Compensation	To UA President for Final Approval	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.
Intellicheck Implementation	In Progress	Final testing by Cash Management is in process. Cross departmental coordination needs to occur before the new application can be used in production.
Upgrade Termination Workflow	In Progress	EAS made configuration changes to Workflow which seem to resolve the major issues HR was experiencing. Another full test must be conducted.

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.
Testing HR's B9 admin pages to align with EAS required format	December 2022	11 of HR's 16 custom / modified pages are tested, approved or no longer needed.
FN/FR Definition Changes	June 2021	UA HR to review the current definitions of regular, non-represented faculty and propose updates.
Post-COVID Workplace	Fall 2021	A cross-functional, cross-campus team is developing the framework for the post-COVID workplace.

Human Resources is making improvements to the HR System, benefits, 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 9/24/2020: The team is continuing to manage the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave with the FML process. The request form has been created in NextGen with validation being done by staff from general counsel and the President's Office. Additional data fields have been requested for the portal, and the HR Systems Team is working on that request. The next step will be to complete the functional testing of the FML portal prior to full implementation.

UA HR Website
A project plan is in place to develop one UA HR webpage. The Project Team was assembled and met weekly. The team is continually working with each area of HR to ensure the new webpage will help better serve the customers.This project will turn into a coordinated task once the move from Roxen is complete.

As of 3/5/2021: The Project Team has met with all directors. The Benefits, Labor and Employee Engagement, and the Talent Acquisition page have gone live. The HR Coordinator page has the structure built and is working on adding content. OIT is assisting HR with the transfer from Roxen over to UA Campus (4/29/21) and a new project team will be put in place by mid summer 2021.

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 02/05/2021: The Student Class and Comp work team has presented the draft potplas to the UA President, changes were requested, and the proposal has been returned for final approval.

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 05/18/2021: The Temp Work Team has presented the proposal to the UA President, it has been returned for minor updates before 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 05/18/2021: The work team has reviewed requirements and is working on language and statuses within myUA.

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 05/18/2021: The employee and student experience surveys are complete. Results are being reviewed by the Transition Monitoring Team. The supervisor survey is under development. BOR policy changes are not needed. The project team is reviewing the telework regulations and for needed revisions. The Technical Expertise Resources group is finalizing a risk register to document liability and risks in implementing a long-term remote work arrangement. The risk register and survey results will help formulate the changes to regulation and administrative guidelines.

FN/FR Alignment Proposal

Current definitions of regular, non-represented faculty (FN/FR) are based upon contract length, rather than duties or responsibilities. This leads to confusion, data integrity issues, and potential disparity in leave benefits. The Talent Acquisition team, Labor & Employee Engagement team, and the Personnel Team are drafting proposed changes to redefine these two employee classifications based upon the employees' roles at the University.

Update as of 05/18/2021: The upcoming changes will be routed to HR Coordinators, Budget Workteam, Institutional Research, and Cost Analysis for feedback. The feedback received was reviewed by the team and will be incorporated into the final documents outlining the changes. That final version, including an implementation plan, will be finalized by 5/26/21 and sent out to HR Coordinators, Budget Workteam, and Campus Leadership.

Required Projects and Tasks

Intellicheck Implementation

HR Accounting, Data Center Operations, EAS and HR Information Systems (HRIS) are working together to implement a new check printing software.

Update as of 5/19/21: HR Accounting completed testing of the audit control report. HR Accounting and Payroll are completing a final review of the test pay stubs. Cash Management is performing the final review of the test check prints. Cross departmental coordination needs to occur before this application can be transferred to production.

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 5/19/2021: 11 of HR's 16 custom / modified pages are tested, approved or no longer needed in production. One new page was recently tested and the errors were shared with the sub-contractor, Morphis, for resolution. However, the B8 test environment is so old now that it is no longer a good comparison for HR's pages. Currently in progress is getting the sub-contractor view only access to Banner production so they can see how HR's pages are supposed to function.

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 5/19/2021: HR needs to test all of their 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 the test environment is not configured yet.

Upgrade Termination Workflow
Termination Workflow was upgraded 11/14/20 - 11/15/20. HR must test the process from start to finish before the upgrade can be applied to BanP.

Update as of 519/2021: EAS made configuration changes to Workflow which seem to resolve the major issues HR was experiencing. Another full test must be conducted by HR and the rest of the UA system before this upgrade can be approved and moved to production.

Fiscal Year End
HRIS, Personnel, Payroll and Accounting are beginning tasks related to the close of the fiscal year.

Update as of 5/19/21: HR Accounting's primary tasks are to update the staff benefit rates and contribution rates tables to submit to HRIS and to prepare year end JV's related to payroll and staff benefits. Fiscal Year End Instructions with associated deadlines were shared with impacted departments and posted to the HR website. The salary roll, job roll, future dated job process and leave roll all need to be completed over the next two months in Banner. Please pay close attention to deadlines for HR paperwork submission during this time.