

Banner HR PIA Report

HR A-Team Response to Recommendations

1/16/08

Following the Banner HR PIA, SunGard provided Statewide HR a Report containing 20 recommended changes to improve efficiency and effectiveness. Below is a summary of the A-team's response to each of these recommendations. Please refer to the PIA report (attached) for additional information. Details about the status of projects noted below can be found on the HR Automation Project List at <http://www.alaska.edu/HR/hractivities/hroperations/index.xml>.

Recommendation #1: Training **(Page 7)**

·Minimal System Impact ·Moderate System Benefit ·On Project List

Statewide HR will continue BHR training for new hires and will look into providing UA Banner HR Trainers with refresher courses in Banner Navigation in addition to courses trainers typically attend currently. Online training delivery options are also being explored for initial and ongoing training. (See project list for more information: "Training Delivery Options")

Recommendation #2: Self-Serve Address Update **(page 7)**

·Moderate System Impact ·Moderate System Benefit ·On Project List

Implementation of this recommendation is currently in progress and awaiting Clean Address problems to be resolved prior to moving into Production. Once Clean Address is implemented HR will be able to modify the Self-Service Module (UA Online) to allow employees to update their address online. Online address changes can then be transferred into Banner HR. (See project list for more information: "Clean Address Tool," "Web Address Update")

Recommendation #3: Interface with PeopleAdmin **(page 8)**

·Major System Impact ·Significant System Benefit ·On Project List

Implementation is currently on the project list as UAKjobs Phase III. The project workteam is awaiting completion of the Phase II pilot before beginning Phase III. January 2008 is the tentative start date for Phase III. (See project list for more information: "UAKjobs Phase III")

Recommendation #4: Pool Student & Temp. Positions by Dept. **(page 8)**

·Major System Impact ·Minimal System Benefit ·Need Further Consideration

More consideration of this recommendation's costs and benefits is needed and has been referred to the A-team. Student and temporary positions were previously pooled by department and this was not efficient. The management of that many positions was greater than the work associated with the initial job labor distribution overrides. The current procedure of pooling by MAU has been working well. (Referred to A-team)

Recommendation #5: PCN Suffix for Multiple Contracts (page 8)

·Major System Impact ·Minimal System Benefit ·Need Further Consideration

The possible benefits of this recommendation are not clearly understood at this time and it has been referred to the Personnel Workteam for serious analysis of its costs and benefits. This change would have substantial impact on job records and programs that pull from those records. This concept may be feasible with some changes at an MAU level pool. *(Referred to Personnel Workteam)*

Recommendation #6: PCN in JV Transaction Description (page 10)

·Minimal System Impact ·Moderate System Benefit ·Promising New Idea

The A-team agrees that this is a promising new procedure that the budget team would like to implement. This would require some modification to UAF's procedure for implementation system wide. Implementation may also require coordination with the Finance Workteam for possible modification of a Banner Finance form. *(Referred to Budget Workteam)*

Recommendation #7: ECLS Structure (page 11)

Comment Only

This is not a recommendation but a comment affirming the current use of ECLS structure.

Recommendation #8: Sabbatical Processing (page 11)

·Minimal System Impact ·Moderate System Benefit ·Promising New Idea

The A-team agrees that this would be very helpful. Creating a non-cash earnings code for employees on sabbatical would increase efficiency. It would alleviate manual data entry each payroll cycle that is currently required to maintain employee retirement benefits while on sabbatical. *(Referred to HRS)*

Recommendation #9: Mass Job Update (page 11)

Comment Only

This is not a recommendation but a comment affirming the current use of Mass Job Update processing.

Recommendation #10: Additional Job Change Reason Codes (page 12)

·Minimal System Impact ·Minimal System Benefit ·On Project List

The Personnel Workteam is currently updating Job Change Reason Code definitions in preparation for Electronic Approvals. This recommendation will be incorporated into this current task. Current UA policy and regulations will be reviewed to identify any change reasons not currently addressed. The team will also consider adding a "new hire" code. During the report review Kathy Ray stated that UA's number of job change reasons (50) is average among universities. *(Referred to Personnel Workteam; See project list for more information: "Electronic Approvals")*

Recommendation #11: Leave Earnings Code Cascade Fix (page 12)

·Major System Impact ·Moderate System Benefit ·Promising New Idea

The A-Team concurred that this recommendation would be helpful to fix the problem. The fix has been tested in Prep and is ready to move to Prod. (Referred to HRS)

Recommendation #12: Voluntary Deduction via Self-Service (page 13)

·Minor System Impact ·Moderate System Benefit ·On Project List

The recommendation is currently on the HR project list and awaiting resource availability to begin implementation. (See project list for more information: “Web Deduction Self Service”)

Recommendation #13: Effort Certification Process (page 13)

·Major System Impact ·Significant System Benefit ·On Project List

This recommendation is currently on the HR project list in conjunction with Web Time Entry. It has been on hold due to other priorities such as major benefit change implementations. Banner 8.0 enhancements may resolve current barriers to implementation. Effort Certification functionality will be reviewed once details are available. (See project list for more information: “Grant Effort Reporting” & “Web Time Entry”)

Recommendation #14: Access to PHAHOUR/Dept Time Entry (page 13)

·Major System Impact ·Minimal Potential Benefit ·Need Further Consideration

The recommendation involves limiting MAU HR access to PHAHOUR due to security concerns. In the past 10 years there have been minimal security issues, partially due to the limited number of staff at each MAU with access to PHAHOUR. This recommendation will be considered as part of a security review (see #18 below) and exploration of Dept Time Entry (#17 below). See also PIA Report recommendations 16 and 17 for further information. (Referred to A-team; See project list for more information: “Security Review” & “Web Time Entry”)

Recommendation #15: State Tax Setup (page 14)

·Major System Impact ·Significant System Benefit ·On Project List

The current tax reporting process works well; however due to the University’s increase in employment of people working outside of Alaska there is a need to improve multi-state tax reporting and remittance. This recommendation will be considered by Payroll Benefit Accounting’s project team as a part of the Multi-State Tax project. (See project list for more information: “Multi-state Taxation Processing”)

Recommendation #16: Access to PHAHOUR (page 14)

Duplicate Recommendation of #14

See #14 above for details.

Recommendation #17: Dept Time Entry

(page 14)

·Minimal System Impact ·Minimal System Benefit

·On Project List

This recommendation will need significant additional consideration of possible benefits and costs and should be considered in conjunction with Web Time Entry and other possible tools to decentralize payroll time entry. If Web Time Entry is less than 2 years away this may not be worthwhile. It will be considered by the Payroll Workteam as another possible way to allow Dept Time Entry with improved security. See Recommendation #14 and the response (above) for further discussion. (See *project list for more information: "Web Time Entry"*)

Recommendation #18: HR Security

(page 17)

·Moderate System Impact ·Moderate System Benefit

·On Project List

The A-team agrees that a security review is a wise idea and will conduct a policy review as well as a review of current user accesses. HR has not had any major security issues since implementing Banner over the past 10 years. (See *project list for more information: "Security Review"*)

Recommendation #19: Voluntary deduction via Self-Service

(page 18)

Duplicate Recommendation of #12

See Recommendation #12 for response.

Recommendation #20: Electronic Approval/EPAF

(page 19)

·Major System Impact ·Significant System Benefit

·On Project List

The A-team agrees that this would be extremely beneficial. Electronic Approvals will simplify and decentralize some data entry, increase data accuracy, and increase efficiency. Implementing Electronic Approvals (EPAFs) has been an HR automation priority for some time but has moved forward slowly due to competing priorities for resources such as HR Benefit implementation projects. We have a small window of opportunity in CY08 to implement electronic approvals since there are no benefit implementations planned for CY08. We are hiring SunGard for IT support to assist in moving this project forward. (See *project list for more information: "Electronic Approvals of Job Activity"*)