

HR Updates to Communicate as of 7/20/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

Maintenance Issues

Learning Management System

Requests for additional training courses to be deployed through myUA should come from the functional department that is responsible for the training content. Those requests can be made to ua-hris-helpdesk@alaska.edu.

Wellness Program Rebate Payout Changing

Employees (and spouses) who qualified for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we're seeing if a larger lump sum payout will incentivize more employees to participate in the program.

Update as of 7/18/18: Some employees are asking why their deduction for health care seems higher (without the reducing effect of the rebate it looks bigger), and/or they're asking where their rebate is because they missed the communication about the change to a lump sum. We're addressing these on an on-going basis, and will send reminders.

Annual Leave Cap

HR system will cap the annual leave rollover for FY19 at 240 hours (320 hours for IAFF union members) effective July 8, 2018. This allows employees to use annual leave on their timesheets through June 30th (as per BOR Policy) prior to the cap taking place.

Changes to Parking Deductions

Per direction from Myron Dosch, CFO, on 7/16/18, parking deductions will no longer be calculated as a pre-tax deduction. This is in response to changes to IRC 512(a)(7) at the beginning of calendar year 2018. All employees with active parking deductions will be changed to a post-tax deduction effective the pay period starting 7/8/18 (R16).

Leadership Positions - updated 7/16/18

UAA

- Dr. John Stalvey has been appointed Interim Provost effective 6/20/2018. Recruitment for a permanent provost will begin once Dr. Sandeen starts as chancellor in September.
- Interim Chancellor Samuel Gingerich will be retiring from UAA this fall.

UA

- Chief Information Technology Officer: The first round of applicant interviews was the week of July 16.

Termination of Agency Fees

Effective June 27, 2018, the University is no longer able to enforce union security provisions in its collective bargaining agreements. The University has developed an FAQ at the following link: <http://www.alaska.edu/labor/janus-faq/>

Required Projects and Tasks

Banner 9 Upgrade

Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur late summer and early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link: <http://edservices.elluciancloud.com/delivery/PublicOnDemand/B9QuickTour/bgen-B9-quick-tour.mp4>

Update as of 7/18/18: HR campus staff are engaged in performance testing with other functional areas the end of July and August. The goal is to give information to Ellucian in order to help the Banner 9 system work more effectively in the UA environment.

Removal of Transition Steps from Temporary Salary Schedule

Effective the first full pay period in July 2018, the transition steps for temporary employees were removed.

Faculty and Staff Compensation Equity Study

SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

Update as of 7/18/18: Reviewing data for accuracy for staff, faculty, senior administrators and officers before pay equity review is completed. Reviewing market data and positions.

RFPs for Healthcare, Pharmacy, Vision and Wellness

This will be a big year for Requests for Proposals (RFPs) as we have medical/dental, pharmacy, vision and wellness services all on tap. We'll issue the healthcare, vision and pharmacy RFP in September, with the goal of having that done and notices of intent to award (NOITA) done in November, and the Wellness RFP issued in October or November with NOITA no later than mid-January. Review committee includes HR representatives from UAF, UAA and SWHR and a representative of the Joint Health Care Committee (JHCC).

Local 6070 Collective Bargaining Negotiation

The current collective bargaining agreement covering University crafts and trades employee expires December 31, 2018. The University will begin negotiations with union representatives this fall with the goal of reaching a new collective bargaining agreement.

Process Improvement Projects and Tasks

Accelerated Collection and Processing of New Hire Paperwork

HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

Update as of 7/18/18: We are testing electronic intake forms for new hires. We will continue work on creating and testing forms. We will be starting the process of deployment of these forms through the MyUA OnBoarding tool.

Standardization of FML processing

HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

Update as of 7/18/18: Team has selected UAS IT to develop an in-house tool to manage intake and tracking of FML cases. UAS IT has initiated tool development and the team is providing technical requirements/specifications.

Leadership Development

President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan. The leadership development team is compiling information through a survey to assess what is currently provided by the University.

Update as of 7/24/18: The team facilitating the leadership assessment (Dr. Veazey, Dr. Cundiff, Christi Bell, and Keli McGee) has developed a scope of work to present to President Johnsen.