

HR Updates to Communicate as of 8/17/18

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.

The HRIS team is working on a quarterly report of trainings that have completed by all employees. This report will be posted in VistaPlus and all PPA/CCC will have access. It will be in excel format so departments may filter the report as needed to see their employee population.

Leadership Positions - updated 8/17/18

UAA

- Recruitment for a permanent provost will begin once Dr. Sandeen starts as chancellor in September.

UA

- Chief Information Technology Officer: The second round of applicant interviews was the week of August 6th.

Student Employment Procedures

A team has been formed to review and update the current student employment procedures. HR and department staff are meeting monthly to discuss and resolve student employment issues so that consistent procedures are used throughout the UA system.

Local 6070 Payroll Procedures

A team has been formed to review and develop payroll procedures to implement the salary components found in the Local 6070 bargaining agreement. The goal is to document how earnings codes are used for Local 6070 employees in order to help employees complete timesheets correctly.

Review of Service Date Usage in Banner

There are a number of service dates that are tracked in Banner HR in order to assist in retirement and health eligibility reporting. A team has been formed to review the criteria for these dates,

determine how they should be completed and write procedures so that all campuses are using these dates consistently.

Affordable Care Act Procedures

A team has been formed to review and update the current procedures for the Affordable Care Act. Campus and Statewide HR staff are meeting monthly to discuss and resolve ACA issues so that consistent procedures are used throughout the UA system.

Record Retention Procedures

Campus and Statewide HR staff are meeting regularly to discuss and update record retention schedules and documentation so that consistent procedures are used throughout the UA system.

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 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 8/17/18: HR campus staff completed performance testing this month. This information was used by OIT and Ellucian in order to help the Banner 9 system work more effectively in the UA environment. HR will conduct functional speed testing the week of August 27th. Training videos for basic searches in Banner 9 are in development.

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 8/17/18: Preparing for Board of Regents presentation to go over the process and preliminary results of the market analysis. Continuing to review 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

Requests for Proposals (RFPs) to be issued this fall for medical/dental, pharmacy, vision and wellness services. The healthcare, vision and pharmacy RFP will be issued in September, with the goal of having that done and notices of intent to award (NOITA) done in November. The Wellness RFP will be 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).

Update as of 8/17/18: Reviewing last year's RFP documents to incorporate amendments from last year and update exhibits.

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.

Update as of 8/17/18: University and union will likely begin negotiations early October.

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 8/17/18: The team is meeting every two weeks to finish the creation and testing of the electronic forms used by new employees. We will be meeting with a representative from the software vendor to work on deployment of these forms through MyUA.

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 8/17/18: The team is working with UAS IT to continue tool development. The team is finalizing the communications that will be used throughout the FML process.

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.

Electronic Benefit Enrollment Forms

Benefit enrollment forms for new employees is now available in electronic format. New employees may go to the SWHR Benefits website (<http://alaska.edu/benefits/>) to get access to the form. Employees must use their UA log-in information to access the form.

The electronic benefit enrollment for for employees with life events is currently under development. Both forms will eventually be available in UAOnline.

Recruitment Alignment Project

SWHR will soon begin the Recruitment Alignment Project. The goal is to improve the current recruitment process for departments, hiring managers and HR staff. We will be forming the steering committee and focus groups over the next several weeks.

Retirement File Project

The SWHR Information Systems group is working with the UA retirement vendors and outside consultants to revise the retirement contribution and eligibility file to meet industry standards. This will streamline internal processes and improve services to employees. It is expected that the file will be tested in September with implementation in October.

Performance Appraisal Improvement Project

SWHR is working with the vendor to make improvements to the Performance Appraisal tool in MyUA. The goal is to streamline the process. Changes are expected to be implemented within the next couple of months.