

HR Updates to Communicate as of 9/21/18

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 released the first quarterly report showing all trainings that have completed by all employees. This report is posted in VistaPlus and all PPA/CCC have access. It will be in excel format so departments may filter the report as needed to see their employee population. This report will be provided again the first week of October.

A TOAD browser was sent out to users on September 13th that allows HR representatives to run training completion reports on demand. The report provides more timely reporting on the four mandatory training modules. This browser can be ran on demand by employees who have general HR query access in TOAD. For more information, please contact your campus HR Office.

Leadership Positions - updated 9/13/18

UAA

- Recruitment for a permanent provost will begin following Dr. Sandeen's start as chancellor in mid-September.

UA

- Chief Information Technology Officer: Progress continues in the search.

UAF

- UAF is planning to contract a search firm for the Chief Information Officer recruitment.

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 9/17/18: HR campus staff completed functional speed testing the week of August 27th. Several aspects of the user interface were identified by the testers as causing delays in data entry rates. Results of that testing has been provided to HR Leadership, OIT, and Ellucian. 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 9/13/18: Board of Regents presentation 9/14/18 to go over the process and preliminary results of the market analysis and pay equity review. Gallagher to begin conducting

the pay equity review for staff, faculty, senior administrators and officers. Researching and reviewing 2 and 4-year faculty data and positions of those misaligned in the current market. Continue to review staff salary structure and the remaining positions to get a holistic view of where staff are within the market. Review executive salary and market guidelines and process.

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 9/21/18: Draft RFP documents have been reviewed to incorporate amendments from last year and update exhibits, and are currently at UAF Procurement for final updates. Goal is to release to market Oct. 3.

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 9/21/18: University and union will likely begin negotiations on October 2, 2018 in Anchorage.

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 9/17/18: 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 in October 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 9/21/18: The team continues to work with UAS IT to continue tool development. The team is working to automate forms for application and document submission.

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 9/13/18: President Johnsen is working with Dr. Veazey, Dr. Cundiff, Christi Bell, and Keli McGee on next steps regarding a UA leadership and succession plan.

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 employees with life events is currently under development. Both forms will eventually be available in UAOnline.

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.

Update as of 9/13/18: The development team (Michelle Pope, Nycolett Ripley, John McGee, Kelley Lassey) was formed in mid-August and is meeting bi-weekly. The steering committee for the project is comprised of the SW HR and campus HR directors. The focus groups will be from three main areas (research, academics, administrative). For each area, there will be a focus group will be comprised of hiring managers, HR consultants and PPA/CCC, respectively. Once established, the focus groups meetings will be open to all UA employees. Current development team work includes creating a website for regular updates and meeting information; survey creation/distribution to identify the top issues to be addressed; and formation of the focus groups.

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.

Update as of 9/19/18: Work continues with the vendor to validate the test files. We will start working with one of the retirement vendors for testing of the file in their system within the next two weeks.

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.

Update as of 9/13/18: Improvements have been identified and will be sent to the vendor this week.