

HR Updates to Communicate as of 12/21/18

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>.

Process Improvement Projects and Tasks

EPAF Integration with OnBase

Electronic Personnel Action Forms are currently emailed to HR offices and then manually transferred and indexed in Banner. This project will automatically transfer these notifications directly to OnBase.

Update as of 11/16/18: This project is on hold until the transition to Banner 9 has been completed.

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 12/19/18: The team is meeting every two weeks to finish the creation and testing of the electronic forms used by new employees. Currently, we are working on the routing process for the two ethics disclosure forms and will start on the union dues forms after the holiday break.

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 12/19/18: UAS IT has developed the initial phase of a prototype program to facilitate FML record entry and tracking. The team continues to provide weekly feedback as the development continues. HRIS is developing the new earnings code that will be needed for the new tool to work as expected.

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.

Update as of 12/19/18: In November, the leadership team sent a survey to the UA community to gauge interest and feedback regarding the best method of delivery for a systemwide leadership program. A leadership program development task force was established and had an all-day workshop in Anchorage on 12/6/18. Information gathered during the workshop is being processed and will inform the task force's next steps.

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.

Update as of 12/19/18: Work on the enrollment forms resumed the week of December 17th. A revised form is nearly completed, encompassing the changes requested by the campus HR offices. Once reviewed and approved, the team will begin work on the life event change form in January.

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 10/16/18: This project has been placed on hold in order to finish other projects that are in progress. Once resources are available, this project will continue.

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 12/19/18: HRIS staff continues to work with OIT and the retirement vendors on testing the file connections and validating test files.

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 12/19/18: The performance appraisal tool changes are nearly complete. Testing will occur in early January. A UA community announcement regarding the updated tool is anticipated to be sent following the holiday break.

Required Projects and Tasks

Banner 9 Upgrade

Banner upgraded 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 12/19/18: HR continues to work with Ellucian to address outstanding issues. Errors reported by users are being addressed with EAS or Ellucian as appropriate. The reports to generate paper timesheets for employees were moved to production on December 10th, with an improvement made on December 18th. Turnarounds are currently being validated by HRIS. 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 12/13/18:

- Internal Equity: We are reviewing potential internal pay equity issues identified for staff, faculty, senior administrators and officers. This review is looking at variance in pay among similarly classified employees. Factors under review include, but are not limited to, education, work experience, and tenure. An initial review was just completed; those preliminary results are now being looked at by our compensation consultants, with results expected spring 2019.
- Faculty Market: The market analysis of 2-year and 4-year faculty data is nearly complete. While most faculty positions compared directly to titles in other institutions, a few did not, so we are verifying those before we complete this analysis. We expect this work to be done winter 2018/early spring 2019.
- Staff Market: As with faculty, while the large majority of our titles compared directly to the market, a significant portion did not. We will begin this additional work in January, with an expected completion date of spring 2019.

- **Executive Market:** This market analysis also is nearing completion. Because our primary focus is on the faculty and staff compensation analysis, this work should be completed by spring 2019.
- **Benefits:** This review is complete. We found that our pension program lags the market substantially. As a result, we are recommending an increase in the salary cap used for the pension calculation. Other benefits, such as supplemental life insurance and long-term disability, were also found to be below market and enhancements through employee “buy-up” options are being considered.
- Current information, as well as a form to submit your questions, is available on the compensation website: www.alaska.edu/classification/compensation-review/ . Additional updates, including new FAQs, will be added as the project progresses.

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 October, with the goal of having that done and notices of intent to award (NOITA) done in January. The Wellness RFP will be issued in October or November with NOITA no later than mid-January. Review committee includes representatives from UAF, UAA and SWHR and a representative of the Joint Health Care Committee (JHCC).

Update as of 12/19/18: The RFP responses have been distributed to the evaluation committee and technical proposals are being scored. Our benefits consultant, Lockton, is performing technical and financial analysis as well. The Vision Plan responses will be scored first, then medical/dental and pharmacy. The wellness RFP is having final review done by UAF Procurement and should be issued by mid-January.

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 12/13/18: First negotiation session is confirmed for 12/18-12/20 in Fairbanks. The deadline to submit monetary terms of a tentative agreement to the legislature is March 14, 2019. The current CBA minus any monetary terms is honored if no contract is achieved by December 31st.

Student Wage Increase to Alaska Minimum Wage

Student who are now making below the Alaska State minimum wage will have an increase effective with the pay period that includes January 1, 2019. There are about 300 student employees that are impacted and will see a change in their hourly rate from \$9.84 to \$9.89 per hour effective on December 23, 2018.

Maintenance Issues

Leadership Positions - updated 12/17/18

UAF

- UAF is working to contract with a search firm to start the recruitment process for the Chief Information Officer.

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. This team is concentrating on how students are set up in Banner.

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.

Update as of 12/19/18: This project is on hold until the transition to Banner 9 has been completed.

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.

Update as of 12/19/18: This project is on hold until the transition to Banner 9 has been completed.

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 bi-weekly to discuss and resolve ACA issues so that consistent procedures are used throughout the UA system.

Update as of 12/19/18: This project is on hold until the transition to Banner 9 has been completed.

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.

Update as of 12/19/18: This project is on hold until the transition to Banner 9 has been completed.