

HR Updates to Communicate  
as of 1/18/19

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 1/18/19: This project is on hold until EAS resources are available. We expect this project to be picked back up within the next 45 days.

### **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 1/18/19: The team is meeting every two weeks to finish the creation and testing of the electronic forms used by new and existing employees. Currently, we are finalizing the routing process for the two ethics disclosure forms. The next forms to be worked on are: Previous Injury & Illness and Position Exempt from Social Security.

### **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 1/18/19: UAS IT is revising the new FML portal with feedback from campus HR offices. The forms and communication templates are going through approval by Erika Van Flein, Director of Benefits. Approved forms will then be sent to NextGen for transformation into electronic format. 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 1/18/19:* The leadership program development task force is in the process of scheduling meetings for January 2019.

### **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 1/18/19:* 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 1/18/19:* 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 1/18/19: Testing for the performance appraisal tool has begun and feedback is being provided and incorporated into the tool. More information will follow the completion of the test and review period.

## ***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 1/18/19: HR continues to work with Ellucian to address outstanding issues. Errors reported by users are being addressed with EAS or Ellucian, as appropriate. Testing to validate reports to run turnaround job forms was completed this week. EAS is making revisions and should have a new version ready for testing within the next two weeks. Training videos for basic searches in Banner 9 are in development.

### **Faculty and Staff Compensation Equity Study**

SWHR is in the process of working with vendors 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 1/18/19:

- **Internal Equity:** We are continuing to review preliminary results from the initial pay equity review from the consultants. 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. Final results are expected to be complete by 1/31/2019 (excludes implementation).
- **Faculty Market:** The market analysis of 2-year and 4-year faculty data is nearly complete. We are continuing to verify the faculty positions to the market matches before we complete this analysis. We are also verifying non-represented faculty job titles and matches so we can complete the market analysis. We expect this work to be done by 2/15/2019 (excludes implementation).
- **Staff Market:** Our consultant is reviewing the initial market analysis and verifying market matches. In addition, the initial project scope is being reviewed and additional work will be assessed as we continue towards completing the market analysis. We expect the market analysis to be complete by 4/15/2019 (excludes implementation).
- **Executive Market:** We are continuing to work toward completing the market analysis. We are doing a final verification of the positions and the market matches. This work should be completed by 2/15/2019 (excludes implementation).
- **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/](http://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 early February. The Wellness RFP will be issued in January with NOITA no later than late-February or March. Review committee includes representatives from UAF, UAA and SWHR and a representative of the Joint Health Care Committee (JHCC).

*Update as of 1/16/19:* 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 were scored first, then pharmacy and medical/dental.

The wellness RFP is having final review done by UAF Procurement and should be issued by late-January.

### **Local 6070 Collective Bargaining Negotiation**

The current collective bargaining agreement covering University crafts and trades employee expired December 31, 2018. The terms of the expired agreement continue while the University and Local 6070 negotiate a new agreement. The University began negotiations with union representatives in fall 2018 with the goal of reaching a new collective bargaining agreement.

*Update as of 1/14/19:* First negotiation session held 12/18-12/20 in Fairbanks. The parties reached tentative agreement on 2 of 14 articles. Next negotiation session is scheduled for 1/22-1/24 in Anchorage. The deadline to submit monetary terms of a tentative agreement to the legislature is March 14, 2019, and the tentative agreement must first be approved by the Department of Administration.

### **Student Wage Increase to Alaska Minimum Wage- COMPLETED**

Students were were making less than the new Alaska Minimum Wage (\$9.89/hour) had their pay adjusted effective December 23, 2018. There were roughly 300 students who required an increase to bring them to minimum wage.

## ***Maintenance Issues***

### **Leadership Positions - updated 1/18/19**

#### **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.

*Update as of 1/18/19:* This project is on hold until after the start of the Spring semester. Meetings will resume in February.

### **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 1/18/19:* 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 1/18/19:* This project is on hold until after ACA processing 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 1/18/19:* This project is on hold until after ACA processing 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 1/18/19: This project is on hold until the transition to Banner 9 has been completed.