

## HR Updates to Communicate as of 4/20/2018

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>.

### **Learning Management System**

Required training is now available through MyUA. A communication was sent out March 30th outlining the employee required mandatory training, frequency, and introduction to the learning management system through MyUA. Not all mandatory training completion dates have been migrated to the MyUA platform. We are asking employees to check their completion dates after May 1st. If any mandatory training that has been completed is not listed, please contact your campus HR office.

Other training records, including those required by work location or job function, will be added in the future.

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](mailto:ua-hris-helpdesk@alaska.edu).

HRIS is currently working with the vendor to create more reporting functions so departments can determine the trainings that still need to be completed.

### **Statewide HR Project Survey for FY19**

Thank you for responding to the FY19 HR Project Survey. There was great participation with 449 people responding. The results was shared with the HR Council on April 12th to help in the discussion of prioritization of projects for the coming fiscal year. The HR Council is still in discussion about priorities. We will update this communication with the FY19 project list once it is finalized.

### **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 4/20/18: The final forms have been tested. Results have been sent back to Ellucian for additional work. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

### **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 4/20/18: Team is redesigning electronic intake forms for new hires. Test forms and deployment method was presented to focus groups on 4/19/18. Work will continue on creating and testing forms.

### **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 4/20/18: Team is finalizing the standard employee communications required by federal regulations. Ellucian provided a demo of the FML tracking process in Banner. We will be reviewing other tools used by the campus HR offices to determine the best solution by the end of May.

### **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 4/20/18: Continuing to benchmark staff positions to market. In addition, analyzing compensation data for staff, faculty, senior administrators and officers. Reviewing peer institutions at the different campuses and geo differentials. Analyzing benefits peer data, developing charts and actuarial reports.

### **UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**

The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

*Update as of 4/17/18:* On April 11, 2018, the Alaska Labor Relations Agency (ALRA) certified one faculty bargaining unit subject to the UNAC CBA. All UAFT faculty will transition to UNAC on May 13, 2018. HRIS is working with the regional payroll and personnel offices on developing instructions and processes to ensure smooth system changes as faculty move from A9 to F9 in Banner. Budget offices are updating NBAPOSN through April. These changes will not impact transitioning UAFT faculty pay or benefits. Labor Relations provided training to campus directors and deans new to supervising UNAC faculty.

### **FY19 Open Enrollment**

SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.

*Update as of 4/20/18:* The Open Enrollment electronic form and website is available to employees. Please contact your campus HR offices if you have any questions.

### **Wellness Rebate Payout Changing**

Employees (and spouses) who qualify 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 4/20/18:* as of April 5 we appear to be on track to exceed last year's participation in the program, final results won't be known until after June 5.

### **Bona Fide Termination Regulations for PERS/TRS Retirees**

The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a "bona fide termination" of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There

can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA's retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website:

<http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2UI>

*Update as of 4/20/18:* SWHR benefits staff to develop an informational document to help employees considering retirement understand the regulation, how it might impact them and options available to them.

### **Alcohol and Other Drug Annual Notice Collaboration**

Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

*Update as of 4/17/18:* Student Services Council finalized memo regarding notice collaboration protocol.

<https://www.alaska.edu/files/labor/04092018-AOD---Annual-Drug-Notice-Collaboration-Memo-Final.pdf>

### **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 4/23/18:* On April 11, 2018, focus groups were facilitated at UAS, UAA, and UAF to listen to the current offerings from employees who are involved in leadership development. Next the team is drafting a final report outlining all of the input received and where our greatest opportunities are to enhance leadership development.

### **Faculty Time Off Cash-In**

Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

Update as of 4/17/18: FTO Cash-In is now available to UNAC faculty. UAFT faculty transitioning to UNAC will be eligible for benefit in FY19. Faculty must submit form by May 1st to ensure an eligible cash in request can be processed by their last paycheck of the faculty contract period. [FTO Cash In Form](#).

### **Student Wages Meeting Minimum Wage**

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

### **Employee Tuition Waiver Changes**

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.

Update as of 4/20/18: The new forms and text reflecting the regulation changes are posted on the [tuition waiver website](http://www.alaska.edu/benefits/tuition-waivers/) (<http://www.alaska.edu/benefits/tuition-waivers/>). HR will communicate the changes in the Statewide Voice and the universities will communicate to their employees.

### **Removal of Transition Steps from Temporary Salary Schedule**

Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

### **Changes to Staff Benefit Charges**

Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

### **ACA Compliance**

The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.

Update as of 4/20/18: The corrected file has successfully been transmitted to the IRS.

### **Fiscal Year End Processing (April through July)**

HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

### **Recruitments of Leadership Positions**

#### UAA Chancellor - updated 4/18/18

- [March 9, 2018 UAA held open forums](#)
- Search Committee confirming dates for on-campus visits by selected candidates
- Search Committee reviewing applications

#### UAF Provost - updated 4/18/18

- [Search information](#)
- Four finalists identified: Betty Lou Leaver; Rajib Sanyal; Paul Layer; Anupma Prakash
- Chancellor White plans to name Provost in early summer

#### UA VPASA - updated 4/18/18

- [Internal recruitment posted](#) April 4, 2018
- Application review date April 27, 2018
- Search Committee identified and confirmed

#### UA CITO - updated 4/18/18

- Draft CITO PD shared with OIT and Faculty Governance for feedback. Feedback has been incorporated.
- Gartner, Inc. will be assisting with the recruitment and identifying the needs of the system for a CITO
- The focus of the CITO will be strategic vision and doing for the system as a whole

#### UAS Alaska College of Education Executive Dean - updated 4/18/18

- [Dr. Steve Atwater named as the Executive Dean](#)