

HR Updates to Communicate
as of 4/29/19

SWHR Projects and Tasks		
Project	Estimated Completion	Updates as of 4/29/19
Banner 8 Decommission	N/A	HR continues to work with Ellucian to address outstanding issues.
Faculty and Staff Compensation Market Analysis Equity Study	Internal Equity: 4/30/19 Faculty Benchmarking and market: 4/30/19 Staff Market: 5/15/19 Executive Market: 4/30/19 Benefits: Review Complete	Next Steps Overall: 1. Notify employees who were identified for pay inequity findings 2. Create best practices for executive, faculty and staff compensation and methodology 3. Develop training for compensation and pay equity best practices 4. Update UA Board of Regents regulations
RFPs for Healthcare, Pharmacy, Vision and Wellness	July 1, 2019	Completed with Notice of Intent to Award (NOITA) issued 3-28-2019
Local 6070 Collective Bargaining Negotiation	Next negotiation session will be held after the State Operating budget is final.	Tentative Agreement reached on 8 of 14 articles.
Leadership Development	Full task force will be meeting in May.	3/25/19 Full task force met to discuss the first draft of the sub-groups' work looking at finance, course alignment and program structure.
Electronic Benefit Enrollment Forms	March 1, 2019	Implementing changes is underway.
Retirement File Project	March 31, 2019	The next file to be tested will be with Fidelity by the first part of May.
Student Employment Procedures	March 31, 2019	Meetings to update the procedures have concluded. A draft update to the student employment procedures will be routed to the team for review.
Performance Appraisal Improvement Project	March 11, 2019	Project complete.
FML	June 30, 2019	UAS IT has live Banner PROD data feeding into the portal. HRIS developed an additional earnings code for the tracking of separate FML types.

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 4/18/19: This project is on hold until EAS resources are available. We expect this project to be picked back up in the new fiscal year.

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 4/18/19: Currently, we are finalizing the routing process for the two ethics disclosure forms. Work has been postponed while the team focuses on the health enrollment forms. The next forms to be worked on are: Position Exempt from Social Security and union dues forms. Forms will be reviewed, tested, and approved by the A-Team during the standard bi-weekly meetings.

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 4/25/19: UAS IT has live Banner PROD data feeding into the portal. The team is currently testing both functionality and assessing the Payroll Departments needs for utilizing the portal for Leave Share processing. The forms and communication templates are being submitted to NextGen for transformation into an electronic business process. HRIS developed an additional earnings code for the separate tracking of FML related to

adoption/pregnancy/childbirth, this is with EAS for programming specific behavior during the payroll 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.

Update as of 4/5/19: The leadership program development task force is meeting via working sub-groups. On 3/25/19, the full taskforce met to discuss the first draft of the sub-groups' work looking at finance, course alignment and program structure. The full taskforce will be meeting in May.

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 4/18/19: The updated New Hire Enrollment form was moved to production in March. The HRIS team met with HR Benefits to discuss requirements for the Life Event Change Form. Implementing those changes is underway.

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 4/18/19: HRIS and OIT continue to work on this file. An initial test file has been delivered to TIAA Cref and their IT department is providing an analysis of that test file. The next file to be tested will be with Fidelity and we should have that file ready to test by the first part of May.

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 4/5/19: On 3/11/19 CHRO McGee announced the improvements to the myUA performance management tool. Three training opportunities have been offered since Feb. 2019 with 78 attendees. Additional training opportunities are being scheduled.

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 4/18/19: HR continues to work with Ellucian to address outstanding issues. Errors reported by users are being addressed with EAS or Ellucian, as appropriate. The report to run turnaround job forms was moved to production at the end of March. HRIS is continuing to work with EAS to make additional modifications to that report to provide better Labor Distribution data. HRIS is working with Ellucian and Morpheous to retransform the modified and customized HR pages. Six pages have been delivered to Morpheous, with another eight being sent over in the next three weeks. Training videos for basic searches in Banner 9 are still 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 4/26/19:

Pay Equity:

Where We Are

- Non-represented faculty and executive positions are being reviewed by Gallagher

What Is Next:

- General Counsel will review submitted documentation from each campus
- Draft letters to contact individuals identified during the pay equity study
- Develop standard systemwide practices and procedures to ensure consistency moving forward

Faculty Market Salary Benchmarking:

What Is Next:

UNAC will send a letter to individual represented faculty members outlining the market process and their particular market

Consultant (Gallagher) will conduct the market analysis and pay equity review for non-represented faculty

Staff Market Salary Benchmarking:

Where We Are:

All job family levels have been benchmarked to CUPA salary surveys (Admin, Prof, and Staff)

What Is Next:

Review market matches with subject matter experts

SWHR will compare market salary to market matched job family levels

Consultant (Gallagher) to review market matches and finalize the market analysis with SWHR

Individual letters will be sent to staff outlining the market analysis process and where they were matched

Executives Market Salary Benchmarking:

What Is Next:

President will review and approve the executive market matches

SWHR will finalize and complete the market analysis for executives

Individual letters will be sent to all executive employees outlining the market analysis process and where they position was matched

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 depending on funding. 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.

Next Steps Overall:

Notify employees who were identified for pay inequity findings

Create best practices for executive, faculty and staff compensation and methodology

Develop training for compensation and pay equity best practices

Update UA Board of Regents regulations

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 late February. The Wellness RFP will be issued in February with NOITA no later than late April. Review committee includes representatives from UAF, UAA and SWHR and a representative of the Joint Health Care Committee (JHCC).

Update as of 4/26/19: Medical/Dental, Pharmacy and Vision completed with Notice of Intent to Award (NOITA) issued 3-28-2019. UAF Procurement to work on final contract negotiations for FY20 contract start dates of July 1, 2019.

The wellness RFP proposals were reviewed for the initial technical evaluation on April 15. We received 15 responses, the most of any benefits solicitation. The committee is now scheduling the next meeting to discuss rankings and pricing to make a “best value” selection.

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 4/25/19: Latest negotiation session held 4/23-4/24 in Anchorage. The parties have reached tentative agreement on 8 of 14 articles. Next negotiation session will be held after the State Operating budget is final. 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.

Maintenance Issues

Leadership Positions - updated 4/5/19

UAF

- UAF Chief Information Officer open forum recordings are available at media.uaf.edu. More information on the position, application process and search timeline is available at www.uaf.edu/adminsvc/cio-search.

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 4/18/19: Meetings to update the procedures have concluded. A draft update to the student employment procedures will be routed to the team for review. HRIS is completing tasks that were identified during those meetings to allow for better tracking and reporting on student employees.

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 4/18/19: 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 4/18/19: 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 4/18/19: 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 4/18/19: This project is on hold until the transition to Banner 9 has been completed.