



## *UA Human Resources Communication Update*

| UA HR Projects and Tasks                |                      |  |
|---|----------------------|--|
| Project                                 | Estimated Completion | Updates as of 12/31/2020   |
| Standardization of FML Processing       | In progress          | The Benefits Team is continuing the work to improve and standardize the processing and tracking of FML across the UA system.   |
| UA HR Website                           | In progress          | The Project Team is continually working with each area of HR to ensure the new webpage will help better serve our customers. The webpage team has launched the Labor and Benefits Team Website.                          |
| Student Classification and Compensation | In progress          | Talent Acquisition has begun the process to review and adjust the student classification and compensation tables which will allow for more flexibility with student compensation.  |
| Temporary Employee Review               | In progress          | All HR Teams have been reviewing the Temporary Employees process, policy and regulations ensuring the University is in compliance with both ACA, the State of Alaska Department of Retirement and Benefits requirements. |
| UA HR Coordinator Training Program      | Completed            | Each team in Human Resources within each specialized area will facilitate respective training modules for HR Coordinators.   |
| Intellicheck Implementation             | February 2021        | EAS resolved issues with notifications associated with the automated adjustment. This needs to be tested. Accounting needs support in replacing their audit control report.  |



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|---|---------------------------|---|
| Upgrade Termination Workflow  | February 2021             | EAS upgraded Workflow BanQ and issues with the configuration continue to prevent HR from successful tests.  |
| Testing to Decommission Talkeetna   | No Date Provided for 2021 | OIT placed a Project Manager on this working towards the development of a deadline. In the meantime this project is in development.   |
| EPAF Labor Distribution Approvals in OnBase                               | March 2021                | On hold due to OIT resource constraints   |
| Testing HR's Remaining 11 B9 admin pages to align with current EAS format | June 2021                 | Seven of HR's 15 custom or modified pages are tested and approved. HR is waiting for Morphis, the subcontractor of Ellucian, to deliver one new page to re-test before starting to test more pages. |
| ACA Reporting   | March 2021                | Benefits received COBRA files from UA's vendor and is working with them to refine the report before starting data entry.  |

Human Resources is making improvements to the HR System, benefits, and procedures to better serve employees. This is an update on projects currently in progress. Our projects are a team effort. As we improve our processes, we communicate with those directly impacted throughout the system.

### ***Process Improvement Projects and Tasks***

#### **Standardization of FML processing**

The Employee Transitions and Benefits team is continuing the work to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This includes assessing current processes, establishing common tracking methods and new streamlined processes to implement new tools to collect and manage FML requests efficiently and securely.

Update as of 9/24/2020: The team is continuing to manage the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave with the FML process. The request form has been created in NextGen with validation being done by staff from general counsel and the President's Office. Additional data fields have been requested for the portal, and the HR Systems Team is working on that request. The next step will be to complete the functional testing of the FML portal prior to full implementation.

### **UA HR Website**

A project plan is in place to develop one UA HR webpage. The Project Team has been assembled and have been meeting weekly. The team is continually working with each area of HR to ensure the new webpage will help better serve the customers.

Update as of 10/29/2020: The Project Team has met with all directors. The Benefits and Labor and Employee Engagement page have gone live. The Talent Acquisition and the HR Coordinator page has the structure built and is working on adding content. OIT is assisting HR with the development of the website.

### **Student Classification and Compensation**

Talent Acquisition has begun the process to review and adjust the student classification and compensation tables. This will allow the university to have more flexibility in being able to adjust for changes to minimum wage and review how many student classifications are needed.

Update as of 01/15/2021: The work team has scoped the project and is currently determining the correct number of student grades. Additionally, they are determining what a competitive wage for students would look like and how to benchmark it.

### **Temporary Employee Review**

Talent Acquisition in conjunction with Operations, Employee Transitions and Benefits, and Customer Service, are reviewing Temporary Employees' processes, policies and regulations. This will allow the University to be in better compliance with both ACA and The State of Alaska Department of Retirement and Benefits requirements.

Update as of 01/15/2021: The Temp Work Team has reviewed requirements and is currently drafting a proposal for stakeholders to review.

### **Staff Hiring Process Improvement**

Talent Acquisition has begun the process to review and adjust the staff hiring process within myUA. This will allow all MAUs to use a singular process and singular language to hire staff. It will also reduce some of the current statuses being used within myUA.

Update as of 10/29/2020: The project has been completed and fully implemented.

### **EPAF Labor Distribution Approvals into OnBase**

UAOnline Employee Personnel Action Forms submitted for labor distributions, showing who approved them, needs to be captured in OnBase so HR can pass an audit.

Update as of 10/29/2020: This project is on hold due to OIT staffing constraints. EAS is pursuing one of three potential options to capture the emails from UAOnline when a labor distribution is approved and send them to OnBase.

## ***Required Projects and Tasks***



### **Staff Benefit Actuals**

HR Accounting worked on Staff Benefit Actuals for the months of August and September. Actual staff benefits costs for FY19 are gathered and reconciled with the projected staff benefit costs. Material differences are researched to determine the causes. This information is then provided to the Cost Analysis department. They use the gathered information to facilitate preparation of the FY22 Staff Benefit rates.

Update as of 10/29/2020: This task was completed September 30th.

### **Intellicheck Implementation**

HR Accounting, Data Center Operations, EAS and HR Information Systems (HRIS) are working together to implement a new check printing software.

Update as of 1/19/2021: EAS resolved the issue with email notifications not being sent after an automated adjustment process. The fix needs to be tested. Accounting and Payroll need to review the test check and potential replacement for their Audit Control Report.

### **Testing HR's 11 Remaining B9 Admin Pages for Format Alignment with the Rest of UA**

HR was the first functional area to test B9 transformed pages and because of this, the format they were delivered in is not the same as all of the other B9 pages used today by other functional areas. EAS requested that HR retest all of their B9 administrative pages a second time to bring them in alignment with the more recently delivered B9 administrative pages allowing EAS to support each page into the future

Update as of 1/19/2021: Seven of HR's 15 custom or modified pages are tested and approved. HR is waiting for Morphis, the subcontractor of Ellucian, to deliver one new page to re-test before starting to test more pages.

### **Testing to Decommission Talkeetna**

OIT needs to migrate Banner and other dependent applications off of the unsupported Talkeetna cluster to new and supported hardware before the end of 2020. HR will need to test all of their operational functions that are part of this migration.

Update as of 1/19/2021: OIT reports that due to staffing constraints stating that the newly identified March of 2021 deadline is unachievable. OIT placed a Project Manager on this working towards the development of a deadline. In the meantime this project is in development.

### **Upgrade Termination Workflow**

Termination Workflow was upgraded 11/14/20 - 11/15/20. HR must test the process from start to finish before the upgrade can be applied to BanP.

Update as of 1/19/2021: EAS upgraded Workflow BanQ and issues with the configuration continue to prevent HR from successful tests.



### **Calendar Year-End Tasks**

HR Accounting begins working on the CYE list of tasks in late October. These tasks include updating regulations and rates for the next calendar year, organizing the preparation, submission, processing, printing and mailing of required payments during the holiday closure, and other miscellaneous tasks.

### **Supervisor Training**

The Supervising for Success training series consists of three modules, each scheduled for 1.5 hours. Topics include effective employee management and supervisor responsibilities, overview of pertinent policies and regulations, workplace safety and accommodation, basic compensation, recruitment and retention, conflict resolution, performance management, and professional development. All training information can be found on the [Labor and Employee Engagement Training Page](#).

### **Affordable Care Act (ACA) Reporting**

To maintain compliance with federal reporting requirements, each 1095-C must be mailed to UA employees by March 1st, 2021. UA's 1094-C and IRS Manifest must be transmitted by March 31st, 2021.

**Update as of 1/19/2021:** Benefits received COBRA files from UA's vendor and is working with them to refine the report before starting data entry. Once data entry is complete, HR can conduct data entry. Accounting needs to confirm the printing format is correct.

## ***Upcoming Opportunities***

### **UA HR Coordinator Training Prog**

The HR Coordinator Training Program provides training and support to introduce new HR Coordinators to the HR structure, basic foundation for front line HR support, and present relevant training topics that relate to HR Coordinator transactional responsibilities. The program will also provide updated and refresher opportunities for seasoned HR Coordinators to ensure compliance with current regulations, procedures, and policies and strengthen knowledge. Resources, references, and tools will also be provided.