



UA Human Resources Communication Update

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 1/19/2021
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	In Progress	EAS resolved the issue with automated adjustment notifications. This needs to be tested. Accounting needs support in replacing their audit control report.
Upgrade Termination Workflow	In Progress	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 is configuring applications in non-production environments and getting hardware set up with the correct licensing.
Testing HR's Remaining 11 B9 admin pages to align with current EAS format	June 2021	Eight of HR's 15 custom / modified pages are tested and approved. One new page was migrated to production over the past month with two new pages being tested over the next two weeks.
ACA Reporting	March 2021	EAS applied necessary upgrades affecting the 1095-C format. A new test file was sent to DCO to print so we can confirm the data and format is correct. Error checking in production started. The deadline is 2/24/21 to send the final file to DCO to print, seal and mail to all covered UA employees.
Post-COVID Workplace	Fall 2021	A cross-functional, cross-campus team is developing the framework for the post-COVID workplace.

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 02/05/2021: 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. With possible federal changes to minimum wage through 2025, the team is looking at impacts to the current project, and redrafting the proposal.

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 02/05/2021: The Temp Work Team has reviewed requirements and is currently drafting a proposal for stakeholders to review.

Faculty Hiring Process Improvement

Talent Acquisition has begun the process to review and adjust the faculty 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 02/05/2021: The work team has reviewed requirements and is working on language and statuses within myUA.

Post-COVID Workplace Project

HR is leading a cross-functional, cross-campus team to research and identify the University of Alaska workplace after the COVID pandemic.

Update as of 02/08/2021: The project team have been organized and will be starting weekly meetings in mid-February. Currently, interviews are happening with the President and campus Chancellors to identify their needs and requirements.

Required Projects and Tasks

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 2/9/2021: Accounting is in the process of confirming the new test print check format. The automated adjustment run needs to be tested with associated email notifications. Up next is for Accounting to look into a 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 2/9/2021: Eight of HR's 15 custom / modified pages are tested and approved. Two more pages are in the process of being tested, currently.

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 2/9/2021: Regular updates are now being provided by the OIT Project Manager. OIT's architecture diagram is complete and licensing for hardware used in the development environment was applied. Applications are now being configured in the development environment. Once the development environment is ready, the test environment will then be configured and at that point HR can begin testing necessary processes.

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 2/9/2021: Issues were uncovered after the upgrade preventing HR from completing successful tests. EAS is in the process of troubleshooting everything from hardware restarts to configuration. The Ellucian contracted Database Administrator was placed on a different project and is no longer working primarily with UA. This change in resource will cause a delay to the project.

Staff Benefit Projections

HR Accounting has been working on FY22 Staff Benefit Projections since the end of January. Staff benefit assumptions for FY22 and beyond are developed based on contracts with unions



and benefit vendors, and discussions with leadership. Then, Accounting Team members prepare projections for individual benefit costs based on the projections assumptions, actual FY21 costs to date, and historical costs. The Staff Benefit Projections are mostly finished by mid-February. The projections are submitted to Cost Analysis to aid in their development of FY22 Staff Benefit rates.

1042-S Reporting

HR Accounting is currently working on 1042-S Reporting. This is Federal reporting of International employees US income and withholdings. The 1042-S balancing is performed, and the 1042-S is submitted to the IRS by March 15. The 1042-S balancing is to be completed by Friday, February 12.

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 2/9/2021: EAS applied necessary upgrades affecting the 1095-C format. A new test file was sent to DCO to print so the Benefits and HRIS team can confirm that the data and format is correct before mailing. Error checking in the production environment began. The deadline is 2/24/21 to send the final file to DCO to print, seal and mail to all covered UA employees.