



UA Human Resources Communication Update

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 2/5/2021
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 and the Talent Acquisition 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	The automated adjustment run was tested and approved. The new check format was also approved. Accounting needs to use their new audit control report to balance after a payroll completes.



Upgrade Termination Workflow	In Progress	EAS made some configuration changes to Workflow which seem to have resolved some of the major issues. Another full test must be conducted.
Testing to Decommission Talkeetna	No Date Provided for 2021	The test environment is not configured yet. However, HR test plans are being shared with OIT to help move this effort along.
Testing HR's Remaining B9 admin pages to align with current EAS format	June 2021	Ten of HR's 16 custom / modified pages are tested and approved. One new page was recently tested and the errors were shared with the sub-contractor, Morphis, for resolution.
ACA Reporting	March 2021	HRIS and Benefits were able to resolve all 1095-c errors. 1095-c forms were mailed out to employees on time. Electronic transmission of the 1094-c and IRS Manifest are next.
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 3/5/2021: The Project Team has met with all directors. The Benefits, Labor and Employee Engagement, and the Talent Acquisition page have gone live. 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 03/08/2021: The project team has been meeting weekly. The project scope is being drafted based on input from the President and Chancellors. A list of experts has been assembled to help vet the project deliverables to make sure that the workplace plan is compliant with legal regulations. The Transition Monitoring Team is being formed from representatives from campus governance groups to help get feedback from the UA community.

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 3/5/2021: The automated adjustment run was tested and approved. The new check format was also approved. Accounting needs to use their new audit control report to balance after a payroll completes.

Testing HR's 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 3/5/2021: Ten of HR's 16 custom / modified pages are tested and approved. One new page was recently tested and the errors were shared with the sub-contractor, Morphis, for resolution.

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 upcoming generator test. HR will need to test all of their operational functions that are part of this migration.

Update as of 3/5/2021: The test environment is not configured yet. However, HR test plans are being shared with OIT to help move this effort along.

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 3/5/2021: EAS made some configuration changes to Workflow which seem to have resolved some of the major issues. Another full test must be conducted by HR before this upgrade can be approved and moved to production.

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.

Update as of 3/8/2021: The majority of components are completed. Questions from Cost Analysis are being resolved.

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.

Update as of 3/8/2021: The 1042s process is still ongoing and balancing will be completed by 3/9/21.

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 3/5/2021: HRIS and Benefits were able to resolve all 1095-c errors. 1095-c forms were mailed out to employees on time. Electronic transmission of the 1094-c and IRS Manifest are next.