



UA Human Resources Communication Update

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 4/15/2021
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.
Intellicheck Implementation	In Progress	A test payroll was recently run so Accounting can test their audit control report.
Upgrade Termination Workflow	In Progress	EAS made configuration changes to Workflow which seem to resolve the major issues HR was experiencing. Another full test must be conducted.



Testing to Decommission Talkeetna	No Date Provided for 2021	HR needs to test all of their SQR programs to ensure they continue to work in the new Pro C language after the migration.
Testing HR's B9 admin pages to align with EAS required format	June 2021	11 of HR's 16 custom / modified pages are tested, approved or no longer needed.
ACA Reporting	March 2021	This was successfully completed and can be removed for the May update.
Post-COVID Workplace	Fall 2021	A cross-functional, cross-campus team is developing the framework for the post-COVID workplace.
FR/FN Alignment	May 2021	UA HR to review the current definitions of regular, non-represented faculty and propose updates.

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 04/16/2021: The project team has been meeting weekly. The project scope has been finalized and approved. . The technical Expertise Resources group and Transition Monitoring Team has been formed. . a website for the project has been created and can be found [here](#). Work



is continuing on surveys directed to employees, supervisors and students. These surveys will help formulate the regulations and processes for long-term remote work.

UNAC Sick Leave Bank Request Electronic Form

The Payroll team is creating an electronic form through NextGen for the UNAC Sick Leave Bank Request. This will eliminate the paper process and automatically build in the approvals that are required.

Update as of 04/16/2021: The form has been drafted and is currently being tested.

Relocation Request Electronic Form

The Payroll team is creating an electronic form through NextGen for the Relocation Request. This will eliminate the paper process and automatically build in the approvals that are required.

Update as of 04/16/2021: A meeting with campus business office representatives has taken place to identify the form requirements. The form is currently being drafted.

FN/FR Alignment Proposal

Current definitions of regular, non-represented faculty (FN/FR) are based upon contract length, rather than duties or responsibilities. This leads to confusion, data integrity issues, and potential disparity in leave benefits. The Talent Acquisition team, Labor & Employee Engagement team, and the Personnel Team are drafting proposed changes to redefine these two employee classifications based upon the employees' roles at the University.

Update as of 04/21/2021: After meeting to discuss, a draft of proposed changes is being reviewed by UA HR team members. The proposed changes will be routed to HR Coordinators, Budget Workteam, Institutional Research, and Cost Analysis along with a feedback form no later than 4/30/21. Feedback will be reviewed, changes made, and a final proposal sent to Executive Leadership for final approval.

Required Projects and Tasks

Intelligence 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 4/14/2021: Accounting needs to test their audit control report so a test payroll was run this week. The results are in process. A new email notification process needs to be defined when checks are printed. Financial Systems recently confirmed that the format for the direct deposit file was correct however they need to conduct a test of the direct deposit transfer with the bank. Cash Management is working with the bank on the check format currently and will let HR know if they need to request changes to the format.



Testing HR's 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 4/14/2021: 11 of HR's 16 custom / modified pages are tested, approved or no longer needed in production. One new page was recently tested and the errors were shared with the sub-contractor, Morphis, for resolution. However, the B8 test environment is so old now that it is no longer a good comparison for HR's pages. Currently in progress is getting the sub-contractor view only access to Banner production so they can see how HR's pages are supposed to function.

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 4/14/2021: HR needs to test all of their SQR programs so they continue to work in the new Pro C language after the migration. Additional testing must be conducted for all other operational processes however the test environment is not configured yet.

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 4/14/2021: EAS made configuration changes to Workflow which seem to resolve the major issues HR was experiencing. Another full test must be conducted by HR and the rest of the UA system 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 4/14/2021: All components are complete. A few revisions are currently being made after Cost Analysis reviewed all sections.



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 4/16/2021: The 1042s process is complete for calendar year 2020.

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 4/14/2021: This was successfully completed and can be removed for the May update.