## UA Human Resources Communication Update
### March 2022

### UA HR Projects and New Tasks

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Completion</th>
<th>Updates as of 3/10/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardization of FML Processing</td>
<td>In Progress</td>
<td>The selection for a combined FML/ADA/LTD vendor is in the process of being awarded. Plan to complete vendor change for FY23.</td>
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<tr>
<td>Roxen Campus HR Website</td>
<td>In Progress</td>
<td>The operations team is working to review and update all relevant and pertinent information on the new UA HR website.</td>
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<tr>
<td>ACA Annual Reporting</td>
<td>Spring 2022</td>
<td>HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to outsource the annual compliance and reporting obligations for ACA.</td>
</tr>
<tr>
<td>Direct Deposit for Payroll Adjustment Run</td>
<td>Spring 2022</td>
<td>HR Operations is working with key stakeholders and partners to implement direct deposit for the off-cycle payroll adjustment runs.</td>
</tr>
<tr>
<td>Student Classification and Compensation</td>
<td>Approved Effective 7/1/22</td>
<td>Talent Acquisition, Personnel and HRIS is working on an implementation plan for the new salary tables to be applied in FY23.</td>
</tr>
<tr>
<td>Temporary Employee Review</td>
<td>Approved December 2022</td>
<td>The public comment period has passed. The HR Teams will work on a project plan to implement the new regulations in October 2022.</td>
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<tr>
<td>Banner to Cloud Migration</td>
<td>10/2022</td>
<td>UA OIT is leading a project to migrate the Banner infrastructure to the cloud to be maintained by Ellucian. Will require extensive testing of all Banner functionality and the revision of payroll and reporting processes that are done by HRIS.</td>
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</tbody>
</table>
To support the Banner to Cloud Migration project, Banner Access Management must be implemented to administer Banner security.

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<tr>
<th>Project</th>
<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td>Streamline of Faculty Contract Extensions</td>
<td>Canceled</td>
<td>HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner.</td>
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<tr>
<td>Electronic I-9 Solution</td>
<td>Fall 2023</td>
<td>HR is researching potential online I-9 solutions for new and rehired employees.</td>
</tr>
<tr>
<td>Supplemental Annual Leave Cash-In Program</td>
<td>Summer 2022</td>
<td>HR Operations is working in partnership with Talent Acquisition and Labor &amp; Employee Engagement to implement a supplemental annual leave cash-in program for FY22.</td>
</tr>
</tbody>
</table>

Human Resources is making improvements to the system 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**

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.

**Standardization of FML processing** and new streamlined processes to implement new tools to collect and manage FML requests efficiently and securely.

*Update as of 2/10/2022:* Vendor selection of silver medalist is being processed. Contract termination of current vendor underway due to performance failure of initially selected vendor.

**UA HR Website**

A project plan is in place to further develop the UA HR webpage. This project will turn into a coordinated task with members from each HR team once the move from Roxen is complete.

*Update as of 3/4/22:* Operations teams are reviewing existing content, updating information as needed. Ops team pages have been built and content is being added as it is ready.
**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 02/9/2022:* The proposal has been approved by the UA President and Governance groups. The Temp Work Team will be meeting March 2022 to work out implementation details. The proposed implementation will be October 2022.

**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 01/11/22:* The work team has reviewed requirements and is working on language and statuses within myUA. The project is continuing to move forward with a proposed completion date in 3Q FY22.

**Streamline of Faculty Contract Extensions**
HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner. The proposed changes would eliminate the following items:
- Need for UA departments to create and submit job forms and appointment letters.
- 10 earnings codes and
- Two job change codes
- Customized processes to apply holiday leave to those on contract extension
- Manual processing of timesheets for those taking leave while on contract extension

*Update as of 3/4/2022:* Due to constraints by the UNAC collective bargaining agreement and feedback from General Counsel, this project is being canceled. UA HR will look at other internal HR processes to streamline the faculty extension process, which will become a separate project some time in the future.

**ACA Annual Reporting**
HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to outsource the annual reporting obligations for ACA.

*Update as of 3/4/2022:* Accord has mailed the 2021 1095-C forms to University employees. The final stages of the ongoing implementation with Accord are in progress.

**Electronic I-9 Solution**
HR Operations is researching different solutions that will allow for the online completion of I-9 forms for new hired and rehired employees. This will streamline hiring processes, and move the University closer to same-day readiness for newly hired employees.

**Direct Deposit of Payroll Adjustment Runs**
HR Operations is working with SW Financial Systems, SW Cash Management and OIT to implement direct deposit for the off-cycle payroll adjustment runs. Expectation is that this project will be completed at the end of March.

*Update as of 3/4/22: Implementation is in progress, with expected testing in mid-March.*

**Required Projects and Tasks**

**Banner to Cloud Migration**
UA OIT is leading a project to migrate the Banner infrastructure to the cloud so it can be maintained by Ellucian. This will require extensive testing of all Banner functionality and the revision of most of the payroll and reporting processes that are done by HRIS. Cross-over to the cloud is scheduled for 10/20/2022 to 10/23/2022.

*Update as of 3/4/22: The team of HR core testers have completed preliminary surface testing, and are finalizing test plans for more extensive testing to be completed in Q2.*

**Banner Access Management**
In order for the Banner to Cloud Migration project to be successful, Banner Access Management must be implemented. This is the Ellucian provided tool to provide access to Banner pages for employees. New HR Security classes will need to be developed and implemented in the new tool.

*Update as of 3/4/22: Training on the new tool is complete for OIT. HR Ops will start a project plan and reach out to stakeholders in February.*

**Request Management Replacement**
UA HR currently uses Spoke for our request management and knowledge base functions. The vendor has been acquired by another organization and will not be continuing support for this product. The current contract ends on 6/30/22 and a replacement is required. TeamDynamix is a project management, request management and knowledge base tool that is currently used by UAA IT and OIT. UA HR will join these other university departments in implementation as a replacement for SPOKE.

*Update as of 3/4/22: The scope of work from the vendor is being processed through Procurement to add licenses to the existing contract for UA HR staff. Implementation planning will begin once the contract is finalized.*
**Student Salary Table Implementation**
Talent Acquisition, Personnel and HRIS will work together to implement the new student salary table structure that was approved by President Pitney and will be effective on 7/1/22.

*Update as of 3/4/22:* Feedback from HR Coordinators on the proposed implementation has been reviewed. Instructions have been sent out and Q&A sessions are in progress.

**Testing HR’s B9 Admin Pages for Problem Resolution**
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. Payroll and Personnel are encountering problems with these transformed pages requiring assistance from Ellucian to triage and fix.

*Update as of 3/4/22:* Ellucian resources have begun working on the highest priority page, PHAHOUR, which greatly impacts the accurate time entry and payroll calculation. Testing of changes are waiting on the vendor to deliver new files.

**Calendar Year End Processes**
HR Accounting, Payroll and HRIS are working together to complete the calendar year end processes. Completion is expected by the end of February.

*Update as of 3/4/22:* 1042s forms for non-resident alien students, employees and vendors are expected to be mailed out on 3/15/2022.

**Staff Benefit Projections**
HR Accounting is beginning work on Staff Benefit Projections. This project entails using current and prior year’s actual staff benefits costs to project what the FY23 staff benefit costs will be. These amounts are used by Cost Analysis to establish the staff benefit rates for FY23.

*Update as of 3/4/22:* Team members are finishing up final projections and working with SW Cost Analysis on resolution of questions.

**Supplemental Annual Leave Cash-In Program**
HR Operations is working in partnership with Talent Acquisition and Labor & Employee Engagement to implement a supplemental annual leave cash-in program for FY22. The program is intended to acknowledge the challenge employees have had with taking time off due to both the COVID-19 and staffing shortages.

*Update as of 3/4/2022:* The eligibility requirements and program design elements are being finalized. Once completed, the details will be communicated to employees.

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**Miss an update?**
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