# UA Human Resources Communication Update
## May 2022

<table>
<thead>
<tr>
<th>Project</th>
<th>Estimated Completion</th>
<th>Updates as of 5/11/2022</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>
</tr>
<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>
</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>
</tr>
<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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<tr>
<td>Banner Access Management</td>
<td>July 2022</td>
<td>To support the Banner to Cloud Migration project, Banner Access Management must be implemented to administer Banner security.</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>
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<tr>
<td>Project Description</td>
<td>Status</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fiscal Year End Processes</td>
<td>July 2022</td>
<td>HR Operations is leading the HR transition from FY22 to FY23 in partnership with all of UA HR and the Budget Workteam.</td>
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<tr>
<td>UA HR Portfolio Management</td>
<td>Ongoing</td>
<td>UA HR is in the early stages of implementing a formal portfolio management framework. The purpose of this initiative is to ensure that all HR programs and projects are aligned to specific strategies and prioritized to ensure achievement of strategic objectives.</td>
</tr>
<tr>
<td>UA HR Hiring Process Review</td>
<td>In Progress</td>
<td>UA HR is in the early stages of reviewing and then implementing changes in the university hiring process. The purpose of this initiative is to reduce cycle time for staff hiring and create a more nimble and flexible hiring process to meet dynamic job market conditions.</td>
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<td>Educational Attainment Incentive Program</td>
<td>In Progress</td>
<td>UA HR is in the early stages of developing and implementing an Educational Attainment Incentive Program (EAIP). The purpose of this initiative is to provide staff incentives for achieving levels of education and personnel development. The draft proposal has been approved by President Pitney.</td>
</tr>
<tr>
<td>UA HR Customer Experience Enhancement</td>
<td>In Progress</td>
<td>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.</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 streamline of processes to implement new tools to collect and manage FML requests efficiently and securely.

*Update as of 3/23/2022:* Vendor implementation is underway. Go live 7/1 for FY23.

**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 5/9/22:* The A-Z Procedures & References and the A-Z Forms pages have been updated and links sent out to the HR Coordinators. Ops team pages have been built and content is being added as it is ready. Multiple pages are being reviewed by UA HR teams for accuracy and will be presented to HR Coordinators to review later this month.

**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 05/11/2022:* The proposal has been approved by the UA President and Governance groups. The Temp Work Team will be meeting to work out implementation details. The proposed implementation will be October 2022.

**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.

*Update as of 5/9/22:* Proposal for budget support has been approved. This is slated to begin in FY23.
**UA HR Portfolio Management**

UA HR is in the early stages of implementing a formal portfolio management framework. The purpose of this initiative is to ensure that all HR programs and projects are aligned to specific strategies and prioritized to ensure achievement of strategic objectives.

*Update as of 5/9/2022:* Discussions have taken place with UA HR leadership and the HR Advisory Group on goals and criteria for assessing and prioritizing projects. These discussions will continue to take place over the coming months until criteria is finalized.

**UA HR Hiring Process Review**

UA HR is in the early stages of reviewing and then implementing changes in the university hiring process. The purpose of this initiative is to reduce cycle time for staff hiring and create a more nimble and flexible hiring process to meet dynamic job market conditions.

*Update as of 05/11/2022:* A review of the process has been facilitated by UAF’s Project Improvement Team (PIT). Focus group discussions have taken place, and redesign planning will begin shortly.

**Educational Attainment Incentive Program**

UA HR is in the early stages of developing and implementing an Educational Attainment Incentive Program (EAIP). The purpose of this initiative is to provide staff incentives for achieving levels of education and personnel development. The draft proposal has been approved by President Pitney. UA HR is developing formal regulations and tools for the implementation of the initiative.

*Update as of 05/11/2022:* The EAIP work team has scoped out the project and is now developing implementation guidelines and developing regulations and procedures. The goal is to be complete and implemented by September 2022.

**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 4/6/22:* The team of HR core testers is close to completing functional testing, scheduled through the end of May. HRIS is tracking issues and will ensure resolution. Planning for cross-functional community testing is underway.

**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.
Update as of 5/9/22: Training on the new tool is scheduled to take place in June.

**UA HR Customer Experience Enhancement**

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 5/9/22:** Configuration for the new tool platform is in process. A focus group made up of governance representatives will begin at the end of May and throughout October to get feedback and make adjustments to enhance the customer experience.

**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 5/9/22:** Personnel is working with Talent Acquisition to move them over to the new salary structure.

**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 5/9/22:** Ellucian resources have begun working on the highest priority page, PHAHHOUR, which greatly impacts the accurate time entry and payroll calculation. Testing of changes are waiting on the vendor to deliver new files.

**Fiscal Year End Processes**

HR Operations is leading the HR transition from FY22 to FY23 in partnership with all of UA HR and the Budget Workteam.

**Update as of 4/6/2022:** UA HR has published the FY Instructions to HR’s website and distributed the information to key stakeholders. All activities are on track, and the annual planning meeting with the Budget Workteam is scheduled for mid-May.

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Miss an update?

[Review past UA Human Resources Communications](#)