



UA Human Resources Communication Update November 2021

| UA HR Projects and New Tasks | | |
|---|-----------------------------|---|
| Project | Estimated Completion | Updates as of 11/11/2021 |
| Standardization of FML Processing | In Progress | The selection for a combined FML/ADA/LTD vendor has gone back under review. Implementation has been placed on hold until a new vendor is selected. |
| Roxen Campus HR Website | In Final Testing Phase | The operations team is working to shut down the operations sections of the old website and to consolidate all relevant and pertinent information into the new UA HR website section. Roxen is being discontinued as OU Campus is the sole information clearing house for UA info. |
| Student Classification and Compensation | Approved | 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 | UA President Reviewing | 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. |
| Banner to Cloud Migration | 10/2022 | UA OIT is leading a project to transfer Banner infrastructure to the cloud to be maintained by Ellucian. Will require extensive testing all Banner functionality and the revision of payroll and reporting processes that are done by HRIS. |

| | | |
|--|-------------|---|
| Streamline of Faculty Contract Extensions | Spring 2022 | HR is investigating a proposal on streamlining how faculty contract extensions are tracked in Banner. |
| Remote Work Training Sessions (OPS) | Complete | These will help explain the new regulations, processes, and resources and provide information needed to answer questions from employees and implement long-term remote work agreements. Marketed through direct emails and HR training schedule . |
| Training Sessions by TouchCare & UA ETB (Benefits) | Complete | Launched 5 training webinars for new benefits advocacy and transparency service, TouchCare, for UA employees to learn how to better navigate health benefits. Marketed through direct emails. See HR training schedule for links (live and recording) |
| HRC Training Program November 2021 - October 2022 (LEE) | Complete | Members of HR Leadership developed and launched the HRC training schedule for the 2021/2022 sessions. Includes course description, responsible team, expected learning outcome and registration link. See HR Training schedule for more info. |

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

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 11/2/2021: The team has discontinued the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave due to the expiration on 9/30/21 of the federal guidance. FML vendor implementation with HRIS integration is on hold. Vendor selection of silver medalist from RFP is 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 11/3/21: The Front Office team continues to work with the Operations Team to modify and correct content on the new site.

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 07/13/2021: The Temp Work Team has presented the proposal to the UA President, it is with the UA President for final review and approval. Due to FY end requirements, proposed implementation date is October 2021.

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 07/13/2021: 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 2Q FY22.

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 11/3/21:

Training on the new remote work regulations and processes was completed in October 2021. Recordings are available for review through myUA.

The final meeting of the Transition Monitoring Team is scheduled for November 15 where community feedback will be gathered and lessons learned from the project will be discussed. These items will be combined from feedback from the Project Team and the Technical Expertise group in a final report.

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 11/3/2021: Feedback from Provost Offices and General Counsel has been received. Revisions to the proposal based on this feedback is in process. The next step is to share this with the HR Coordinators throughout the system.

ACA Annual Reporting

HR Operations is working with Employee Transitions and Benefits and Lockton Consulting to identify a vendor that can take on the annual reporting obligations for ACA.

Update as of 11/3/2021: A vendor has been identified and procurement is in process.

Required Projects and Tasks

Banner to Cloud Migration

UA OIT is leading a project to transfer 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 11/3/2021: Members of the testing group have been identified and a kick-off meeting occurred. HRIS is identifying Banner processes that are currently completed through SecureShell (SSH) that will need to be eliminated, automated or modified.

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 11/3/2021: Demos have occurred for the HR Customer Service group. The consensus is that this will meet HR's needs. We will be setting up a user interface demo for governance and HR Coordinators to attend. The UA HR team will be invited to a technical demo in the near future.

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 7/1/21.

Update as of 11/3/2021: Bi-weekly project meetings have been scheduled starting in mid-November.

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 11/3/2021: A work order with Ellucian is in place and initial planning sessions for the work has been completed. Ellucian will be reviewing the requirements of the work to be completed and assigning resources in the next several weeks.

Unclaimed Property

HR Accounting is working with SW Financial Systems and Payroll to review the list of stale dated checks to comply with the State of Alaska regulations on unclaimed property.

Update as of 11/3/2021: HR Accounting has completed this project.

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 11/3/2021: Team checklists have been reviewed. The HR Processing calendar for 2022 is being populated and scheduled with OIT.

Miss an update?

[Review past UA Human Resources Communications](#)