



UA Human Resources Communication Update

July 2021

UA HR Projects and New Tasks		
Project	Estimated Completion	Updates as of 7/15/2021
Standardization of FML Processing	In Progress	The Benefits Team has selected an FML vendor to ensure compliance for federal and all state FML regulations. Implementation in progress, with an anticipated go live in November.
Roxen Campus HR Website	In Progress Must be complete 08/31/21	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.
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.
Intellicheck Implementation	Completed 6/29/21	Intellicheck is now being used in production to print checks for adjustments and payroll runs.
Upgrade Termination Workflow	August 2021	The upgrade to production is scheduled for August 7th and 8th of 2021.



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	December 2022	There are four HR pages left to test. The current priority is the page PHAHOUR and HR is in the process of developing a SOW with Ellucian.
FN/FR Definition Changes	Completed 7/1/21	Changes are effective for FY22. FN employees will receive increased FTO accruals.
Post-COVID Workplace	Fall 2021	Proposed regulations have been sent to leadership and governance for feedback.
HR Q & A Sessions Return To Work Guidelines	Five sessions completed June 2021- Completed	Labor and Employee Engagement and Operations teams led Q & A sessions regarding Operational Phase C return to work guidelines which were attended by numerous employees systemwide. Links to the presentation, sample telework agreement and recording are available on the HR web landing page.
Launch new vendor service: TouchCare	Launched July 1, 2021	The Transition and Benefits team has worked for a number of months to secure a new vendor to navigate employee health benefits.

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 7/7/2021: The team is continuing to manage the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave with the FML process. The request form for EFMLA has been created in NextGen with validation being done by staff from general counsel and the President's Office. FML vendor implementation has been kicked-off. Go live is set for 11/1/21, pending technical resources.

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 7/7/2021: The Front Office team is working with OIT and has established Google Analytics and Hotjar coding on all HR Webpages to further enhance our web page offerings based on input form viewers. HR Operations continues work on moving files from Roxen into OU Campus with a project completion date targeted for mid-August. The UAF HR website has been redirected to the UA HR website, effective 7/1/21.

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 07/13/2021: The Student Class and Comp work team has presented the final proposal to the UA President, the proposal has been approved.

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 06/28/2021: The Project Team has received feedback on the proposed regulations from the Technical Expertise Resources group and the Transition Monitoring Team for feedback. The proposed regulations have been sent to leadership and governance for feedback, which is due July 14th.

The Transition Monitoring team continues to work through the comments and text answers of the Employee and Student Experience Survey. The Supervisor Experience survey was distributed on June 23, 2021.

The Technical Expertise Resources subcommittees have finished developing guides and resources for ergonomics and ADA compliance for those working remotely.

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 7/14/2021: This project is completed.

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 6/29/21: This project is completed.

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 7/2/2021: There are four HR pages left to transform and test. They are: phahour, phareds, nei2trm and noaepaf. The highest priority is phahour because recent issues with this page are impacting payroll processing. There is a workaround, but it is manual. UA is currently unable to make changes to phahour or support it in any way because the page is not in the same format as all other B9 pages. HR is in the process of



developing a SOW with Ellucian to transform, fix and test this page. This effort will be placed on hold until after fiscal year ends on July 16th, 2021.

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 7/2/2021: 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 only portions of the test environment are configured. This effort will be placed on hold until after fiscal year ends on July 16th, 2021.

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 7/2/2021: EAS made configuration changes to Workflow which have resolved the major issues HR was experiencing. Testing is complete and is scheduled to be applied to production August 7th and 8th of 2021.

Fiscal Year End

HRIS, Personnel, Payroll and Accounting are beginning tasks related to the close of the fiscal year.

Update as of 7/2/21: Remaining work consists of the leave roll process, annual deposit of faculty time off hours, updating reports to run in the new fiscal year, updates to MyUA, developing a quarterly census file for Benefit's new advocacy and transparency vendor, and a final Financial Aid adjustment run processing.