

## HR Updates to Communicate as of 8/27/2020

For full details visit <https://www.alaska.edu/hr/whats-new-at-statewide/>

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 8/27/2020
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.
Personnel Process Alignment	In progress	HR will be gathering resources to present to HR Coordinators in order to streamline processes across campus.
Job Change Procedures	August 31, 2020	The Customer Service, Operations and Talent Acquisition Team are reviewing and updating the Job Change Reason Codes to reflect current best practices.
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 the customers. The webpage team has launched the Labor and Benefits Team Website.
NextGen Payroll Form Implementation	Completed	NextGen Payroll forms have been implemented to enable more efficient processes between employees and departments.
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	September 1, 2020	All HR Teams have been reviewing the Temporary Employees process, policy and regulations allowing the University to be in compliance with both ACA, the State of Alaska Department of Retirement and Benefits requirements.
Banner 8 Decommission	September 1, 2020	HR continues to work with Ellucian and EAS to address the last outstanding issue.
Staff Hiring Process Improvement	In progress	The Talent Acquisition Team has begun the process to review and adjust the staff hiring procedures within myUA which will allow all the MAUs to use a singular process and singular language to hire staff.
Staff Benefit Actuals	September 30, 2020	The HR Accounting Team will be working on Staff Benefit Actuals for the month of August and September.

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. To see previous versions of this communication please go to the Human Resources web page: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

## ***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 8/27/2020:* 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.

### **UAS Timesheet Feed for Facilities**

The HR Information Systems group is working with the UAS IT and Facilities to create a timesheet feed directly to Banner for payroll processing. This will allow UAS Facilities to use their existing work order system for tracking worked hours and eliminating the need for double data entry of hours.

*Update as of 8/27/20:* Testing has been delayed due to lack of internal IT and HRIS resources.

**Personnel Process Alignment:** In order to streamline processes across the campuses, the Personnel Team has identified resources that need to be created, or updated, for the HR Coordinators. Aligning the processes across the campuses will allow our team to develop training for HR Coordinators.

*Update as of 8/27/20:* A guide for determining how to use factors and when to change them will be sent out the week of August 31st. Starting August 31st, the Personnel Team will be returning job forms to departments for corrections along with instructions on how to make corrections.

### **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 8/27/2020: The Project Team has met with all directors. The Benefits and Labor and Employee Engagement page have gone live. The Talent Acquisition and the HR Coordinator page has the structure built and is working on adding content. OIT is assisting HR with the development of the website.

### **Job Change Reasons**

The Customer Service, Operations and Talent Acquisition Team are reviewing and updating the Job Change Reasons Codes to reflect current best practices. This will include verifying what approvals and documents are required, and what Job Change Reason is required with each e-class.

Update as of 8/27/20: The new procedures have been communicated to the campus' HR Coordinators. One Q&A session is scheduled for this week. Effective date of the new procedures is August 31, 2020.

### **NextGen Payroll Form Implementation**

A number of NextGen Payroll forms have been implemented in the last month which has facilitated the working from home processes. These forms have enabled more efficient processes between employees or departments and payroll by reducing printing and scanning of paper documents.

Update as of 8/27/20: Completed. The Employee Selected Deduction Form is now available for use.

### **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 8/27/2020: 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 is and how to benchmark it.

### **Temporary Employee Review**

Talent Acquisition in conjunction with Operations, Transitions and Benefits, and Customer Service, is reviewing Temporary Employees process, policy 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 8/27/2020: The Temp Work Team has surveyed HR Coordinators to help better define issues at the unit level with Temp Employees of all classes. The scope of the project is in final stages of development and will be complete on September 1, 2020.

### **Staff Hiring Process Improvement**

Talent Acquisition has begun the process to review and adjust the staff 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 8/27/2020: The project has been scoped out, and a new process has been created. The current needs for the scope of this project are being assessed and the project team is working on communications and process guides.

## ***Required Projects and Tasks***

### **Decommissioning of Banner 8**

HR is ready to use Banner 9 exclusively as of September 1, 2020.

Update as of 8/27/20: Personnel tested and approved the last two pages delivered by the vendor, MorphiUS. Still pending is for MorphiUS to deliver a fix to PHAHOUR, however we have a workaround in place allowing us to move forward with decommissioning B8.

### **Fiscal Year End (FYE) Processes**

#### ***Closing out FY20 and Beginning FY21***

Fiscal Year End processes require planning and coordination with HR, OIT, Financial Systems and the Budget Work team. The overarching schedule and description of processes to be performed is agreed upon and documented for all stakeholders involved. At that point, the process needs to be followed and updated, as needed.

Update as of 8/27/20: Closing out of FY20 is complete.

### **Staff Benefit Actuals**

HR Accounting will be working on Staff Benefit Actuals the months of August and September. Actual staff benefits costs for FY19 are gathered and reconciled with the projected staff benefit costs. Material differences are researched to determine the causes. This information is then provided to the Cost Analysis department. They use the gathered information to facilitate preparation of the FY22 Staff Benefit rates.

Update as of 8/27/20: This process has started and is expected to end by September 30th.

## *Upcoming Opportunities*

### **HR Coordinator Training Opportunities**

The Talent Acquisition Team conducts training sessions for HR Coordinators the second Wednesday of each month. Training will pertain to recruitment procedures and other items under the Talent Acquisition subjects.

### **Performance Management Training**

HR will be providing performance management training within the next several months. Announcements with the training schedule will be available in the campus newsletters and on [www.alaska.edu/hr](http://www.alaska.edu/hr). If you have questions, contact [ua-hr@alaska.edu](mailto:ua-hr@alaska.edu), 907-450-8200.