

## HR Updates to Communicate as of 9/24/2020

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

| UA HR Projects and Tasks                |                      |   |
|---|----------------------|---|
| Project                                 | Estimated Completion | Updates as of 9/24/2020   |
| 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.  |
| 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.                             |
| 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               | In progress          | 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. |
| 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.  |

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|--|-----------------|--|
| Banner 8 Decommission  | October 1, 2020 | HR worked through all remaining issues. B9 can be used exclusively once EAS turns off access to B8.  |
| Intellicheck Implementation                                  | October 2020    | Vendor updates to the software need to occur. Another payroll and automated adjustment must run to complete testing.   |
| BanP Upgrade   | October 2020    | Test plans and timelines are being developed.  |
| Title IX Training  | October 2020    | Extension granted due to this year's unusually high volume of issues with the newly developed training course.   |
| Upgrade Termination Workflow                                 | October 2020    | HRIS, Payroll and Personnel are in the process of testing Termination Workflow and working with EAS to resolve issues.   |
| DirectPath Census File Rewrite                               | October 2020    | HRIS is in the process of re-writing this report.  |
| 2021 Employer HealthCare Rates & the impact to ACA Reporting | November 2020   | Fiscal Year 21 Employer healthcare rates were updated in September of 2020. Next steps for addressing July and August miscalculated rates need to be identified. |
| Testing to Decommission Talkeetna                            | December 2020   | OIT needs to produce a test plan and schedule.   |
| ASI Flex requested Changes to bi-weekly reports              | December 2020   | HRIS and EAS are working together to modify this report  |
| EPAF Labor Distribution Approvals in OnBase                  | March 2021      | Continue working with Enterprise Application Services (EAS) to develop a solution  |

Testing HR's  
Remaining 11 B9  
admin pages to align  
with current EAS  
format

June 2021

SOW approved for ~\$20K to continue  
working with the vendor Morphis

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 9/24/2020:* 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.

### **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 9/24/2020:* 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.

### **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 9/24/2020: 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 would look like 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 9/24/2020: 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 being reviewed.

### **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 9/24/2020: 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.

### **EPAF Labor Distribution Approvals into OnBase**

UAOnline Employee Personnel Action Forms submitted for labor distributions, showing who approved them, needs to be captured in OnBase so HR can pass an audit.

Update as of 9/24/20: EAS is pursuing one of three potential options to capture the emails from UAOnline when a labor distribution is approved and send them to OnBase.

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

### **Decommissioning of Banner 8**

HR is ready to use Banner 9 exclusively as of October 1, 2020, when EAS turns off access to B8.

Update as of 9/24/20: All pages have been tested and approved that were stopping the adoption of B8.

### **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 9/24/20:* This process has started and is expected to end by September 30th.

### **Intellicheck Implementation**

HR Accounting, Data Center Operations, EAS and HR Information Systems (HRIS) are working together to implement new check printing software.

*Update as of 9/24/20:* The vendor is updating UA's version of PHPCHCKL so HRIS can run another payroll to completion for testing. Then, EAS will make changes to automated adjustment runs accessing PHPCHCKL so HRIS can test an automated adjustment run to completion.

### **BanP Upgrade**

The production instance of Banner is being upgraded in October of 2020 and HR needs to test all impacted pages and changes in preparations for this upgrade.

*Update as of 9/24/20:* Upgrade assessment was shared with Payroll, Personnel and Accounting. Test scenarios are being agreed on to develop a testing time frame.

### **Testing HR's 11 Remaining 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 to bring them in alignment with the more recently delivered B9 administrative pages.

*Update as of 9/24/20:* Four of HR's 15 total B9 pages have been migrated to production. Two pages have tickets in with the vendor to fix. Personnel and Payroll continue to need to test their nine remaining pages.

### **Testing to Decommission Talketena**

OIT needs to migrate Banner and other dependent applications off of the Talketena cluster to new and supported hardware before the end of 2020. HR will need to test all of their operational functions that are part of this migration.

*Update as of 9/24/20:* OIT will produce a test plan and timeline so that HRIS can schedule this work with other HR departments before the end of the year.

### **ASI Flex Requested Changes to Bi-weekly Reports**

The vendor, ASI Flex, requested changes to HR's bi-weekly reports.

*Update as of 9/24/20:* HRIS and EAS are working together to update this report.

### **Title IX Training**

HRIS supports Title IX Training for the entire UA system including technical configuration, testing, reporting, and end user support.

*Update as of 9/24/20:* An extension was granted due to this year's unusually high volume of support requests with the newly developed training course.

### **2021 Fiscal Year Employer Healthcare Rates & Impact to ACA Reporting**

2021 Fiscal Year Healthcare rates were updated in Banner the month of September. Next steps for addressing July's and August's miscalculated rates need to be identified.

*Update as of 9/24/20:* A Report showing the affected rates was delivered. HR needs to determine impacts, if any, to ACA reporting and how to resolve miscalculated historical data for July and August.

### **Upgrade Termination Workflow**

Termination Workflow needs to be upgraded and in order to complete this HR must test the process from start to finish multiple times.

*Update as of 9/24/20:* The initial round of testing is ongoing for Termination Workflow. HRIS continues to work with EAS to resolve errors.

### **Direct Path Census File Rewrite**

The benefit vendor Direct Path requested that HR re-write the census file report so that it is in a supported format.

*Update as of 9/24/20:* HRIS is in the process of rewriting this report.

## ***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.