

HR Updates to Communicate as of 4/23/2020

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

| UA HR Projects and Tasks | | |
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| Project | Estimated Completion | Updates as of 4/23/2020 |
| Banner 8 Decommission | August 31, 2020 | HR continues to work with Ellucian and EAS to address outstanding issues. |
| Faculty and Staff Compensation Market Analysis Equity Study Phase II | Salary adjustments: FY21, FY22. Next steps: In progress | Salaries that were identified less than 90% of the market median are being adjusted to reach 90% over FY20, FY21 and FY22. Next Steps Overall: 1. Create best practices for executive, faculty and staff compensation and methodology 2. Develop training for compensation and pay equity best practices 3. Update UA Board of Regents regulations |
| COVID-19 Task Force | In progress | CHRO, Steve Patin, has directed Erika Van Flein and Michelle Pope to organize a task force to create UA's action plan for recent legislation addressing the mandated sick leave and emergency family leave provisions of the Families First Coronavirus Response Act (FFCRA). |
| Direct Deposit Electronic Form | Complete | The Payroll team has completed their testing on a new electronic Direct Deposit Form for employees. Communication on the new form is going out this week. |
| UA HR Website | June 30, 2020 | A project plan is in place to develop one UA HR webpage. The project team has been assembled and is meeting weekly. The Project Team is continually working with each area of HR to ensure the new webpage will help better serve the customers. |
| UAS HR Coordinator Consolidation | In progress | Working with UAS Leadership on defining new position duties. There will be one primary HR Coordinator for UAS. We will be working with stakeholders on the flow of HR requests from UAS departments to HR. |

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| FML | June 30, 2020 | <p>The Employee Transitions and Benefits Team is working to streamline and consolidate the FML process for all locations. The team is working with UAS IT to enhance the portal to automate routine elements to finalize FAQs for different types of FML.</p> <p>The FFCRA required the addition of a new earnings code and updates to the portal.</p> |
| Performance Management/Evals | June 30, 2020 | <p>Performance evaluations (via paper or myUA) are due by June 30, 2020. HR has been providing performance management training since February.</p> |

Human Resources is making improvements to the HR System, benefits and procedures to better serve employees. This is an update on projects currently in process. 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 4/23/2020: With the passing of the Families First Coronavirus Response Act (FFCRA), we've had to implement the Emergency Family and Medical Leave Expansion Act (EFMLEA) leave into the FML process. New earnings codes are developed and have been added to the portal. The next step will be to complete the functional testing of the FML portal prior to full implementation.

Retirement File Project

The HR Information Systems group is working with the UA retirement vendors and outside consultants to revise the retirement contribution and eligibility file to meet industry standards. This will streamline internal processes and improve services to employees.

Update as of 4/23/20: EAS completed the chain setup within App Manager for file generation during Payroll Processing and SFTP Transfer. This project is complete.

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 4/23/20: Testing has been delayed due to lack of internal IT and HRIS resources. HRIS must wait until OIT has refreshed the Banner database (BANQ) which is scheduled for the end of May.

UAS HR Coordinator Consolidation

UA HR is working with UAS Leadership to develop a service hub to provide HR Coordinator services to Juneau Campus departments and employees. The staff in the hub will work full-time to assist and support departments allowing specialization in HR processes. This will decrease the number of FTE spent by department personnel in HR functions.

Update as of 4/23/20: The job posting went live on April 3, 2020. The application review started April 20, 2020.

UAF GAPE Project Support

UAF is working on a process improvement project called GAPE (Graduate Award Process Efficiencies). UA HR is assisting in implementing this project by creating an electronic form through NextGen that will be owned by the UAF Graduate Office.

Update as of 4/23/20: Final testing will be completed by 4/17/20. Mid-April is the expected go-live date.

Personnel Process Alignment: Historically, each campus has had their own process for setting up and making changes to employee data. UA HR is currently reviewing those differences and proposing a more streamlined approach that addresses consistency, efficiency and compliance requirements. As changes are identified, notification is being sent out to the HR Coordinators across the respective campuses.

Update as of 4/23/20: The team is working on finalizing new hire checklists for all employee classifications by April 6th.

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 4/23/20: The Project Team has met with all directors. The Contact Page has been updated. The LEE page is in development and the team is continuing to gather information to build up the HR webpage. OIT will assist HR with the development of the website shortly.

Consolidated UA Pooled PCN List

There are currently more than 1,000 pooled PCN's that are used for hiring all non-benefited employees, including: Adjuncts, students, and temporary employees. UA HR is working in coordination with the Budget Offices and HR Coordinator representatives from all three campuses to implement a single list of less than 100 PCN's.

Update as of 4/23/20: Project completed April 6, 2020.

Student and Temporary Employee Employment Procedures

A team has been formed to review and update the current student and temporary employee employment procedures. HR and department staff are meeting monthly to discuss and resolve student and temporary employee workflow and employment issues so that consistent procedures are used throughout the UA system.

Update as of 4/23/2020: Project completed April 6, 2020.

Required Projects and Tasks

Decommissioning of Banner 8

There are multiple items that need to be completed system wide prior to moving entirely over to Banner 9 and decommission the use of Banner 8.

Update as of 4/23/20: Testing has been delayed due to lack of HRIS resources due to new COVID earning codes. HRIS must wait until OIT has refreshed the Banner database (BANQ) which is scheduled for the end of May.

FY21 Market Adjustments

- March 23-27 update market data from CUPA-HR surveys. CUPA has delayed release of data. Data is being updated as received. Have received faculty and administrator data as of April 21, 2020.
- April 1 - compensation to run tentative market comparison for budget offices to plan for increases at the department level. Running data as received.
- May 1 - communicate to Chancellors/Provosts that all faculty CIP/Rank updates will need to be complete for accurate market adjustments

- June 1 - communicate to Chancellors/Provosts that all faculty data will need to be fully updated for accurate market adjustments
- July 1 - compensation to run final market comparison
- July 6 - market database update - distribute data to VCAS/Chancellors/Provosts
- July 9 - provide market adjustment data upload to HRIS
- July 13 - HRIS/EAS to run process to insert job records effective R16 (7/5/2020)
- July 14 - HRIS/EAS to run process to update future dated records

Current information, as well as a form to submit your questions is available on the compensation website: www.alaska.edu/classification/compensation-review/. Additional updates, including new FAQs, will be added as the project progresses.

Collective Bargaining Negotiations

Alaska Higher Education Crafts and Trades Employees, Local 6070 CBA

The current collective bargaining agreement (CBA) covering university crafts and trades employees expired December 31, 2018. The university began negotiations with union representatives in fall 2018 with the goal of reaching a new collective bargaining agreement.

Update as of 4/23/20: The January 01, 2020 through June 30, 2022 CBA is final and located at <https://www.alaska.edu/files/labor/6070/Local-6070-CBA-Jan-1-2020-through-June-30-2022.pdf>

Fairbanks Firefighters Association, Local 1324 CBA

The current collective bargaining agreement covering University Firefighters expires June 30, 2020.

Update as of 4/23/20: A new CBA is approved and effective July 1, 2020. On July 1, 2020, it will be available at <https://www.alaska.edu/labor/ffa/>.

United Academic – Adjuncts AAUP-AFT/AFL-CIO

The current collective bargaining agreement covering adjunct faculty expired February 28, 2020.

Update as of 4/23/20: Two MOA's were drafted and finalized to extend the Adjunct Contract through February 28, 2021, and to update Article 4 language in order to comply with applicable laws. These two MOA's are located at <https://www.alaska.edu/labor/adjuncts-info/>

United Academics - AAUP/AFL - The current collective bargaining agreement (CBA) covering Faculty expired December 31, 2019.

Update as of 4/23/20: Two MOA's were finalized and approved, the first one extends the current contract until December 31, 2020. The second contract allows for a 1% ATB effective July 1, 2020.

Open Enrollment for FY21

Open enrollment launched right on schedule on Wednesday, April 15. The rates for the health plan and life insurance will stay the same for FY21. All communication and reference materials as well as the enrollment form are all online. A notice was mailed to employee home addresses and e-mail to all employees announced the start of open enrollment, which ends on Friday, May 8, with plan changes taking effect July 1, 2020.

COVID-19 Legislation

CHRO Steve Patin, has directed Erika Van Flein and Michelle Pope to organize a task force to create UA's action plan for recent legislation addressing the mandated sick leave and emergency family leave provisions of the Families First Coronavirus Response Act (FFCRA).

Update as of 4/23/20: New earnings codes, leave balances, request forms and processes are being implemented. Emphasis is on making sure employees understand and can access the new leave benefits, and collecting documentation required to support requests per Dept. of Labor requirements.

Upcoming Opportunities

HR Coordinator Training Opportunities

The Talent Acquisition Team will be conducting training sessions for HR Coordinators over the course of next month. Training will pertain to recruitment screening procedures.

Performance Management Training

HR will be providing performance management training resuming in May. Announcements with the training schedule will be available in the campus newsletters and on www.alaska.edu/hr. If you have questions, contact ua-hr@alaska.edu, 907-450-8200.