

## HR Updates to Communicate as of 3/26/2020

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

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 3/26/20
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.  <b>Next Steps Overall:</b> 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	In progress	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	May 1, 2020	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.

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>HRIS developed an additional earnings code to track the separate types of FML and this is still in testing with EAS.</p>
Performance Management/Evals	June 30, 2020	Performance evaluations are due by June 30, 2020. HR has been providing performance management training since February.
Single UA Wide Pooled PCN List	April 6, 2020	UA departments will be utilizing shared pooled PCNs for any new student, adjunct, and temporary assignment. All existing assignments will need to be moved to a UA-Wide pooled PCN by June 30, 2020.

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 3/26/2020:* The team has created Q&A documents for intermittent FMLA leave, the military leave under FML and general FML topics. 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 3/26/20: The updated file formats are currently being sent to the four vendors as production files. EAS is working to complete the chain setup within App Manager for file generation during Payroll Processing and SFTP Transfer. Once finished, this project will be considered 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 3/26/20: Testing has been delayed due to lack of internal IT 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 3/26/20: A draft position description is under development. Research will be conducted to identify the impact on a department level.

### **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 3/26/20: Phase four of testing will begin this week. This includes the creation of the workflow to all appropriate approvers. April 13th is the expected go-live date.

**Personnel Process Alignment:** Historically, each campus 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 3/26/20: 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 3/26/20:* The Project Team will finish up meeting with the directors to assess what content should be on the web page. 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 3/26/20:* The project team has met to brainstorm on ways to implement this efficiently at each of the campuses. Risks have been identified and plans have been implemented to mitigate those challenges. Communication and updated tools are being prepared for the HR Coordinators. The new Pooled PCN list will be available for departments to start using by April 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 3/26/2020:* Communication and updated tools are being prepared for the HR Coordinators. The new student and temporary employment procedures will be available for departments to start using by April 2020.

### **Direct Deposit Electronic Form**

The Payroll team has completed their testing on a new electronic Direct Deposit Form for employees. This will replace the existing paper form process.

*Update as of 3/26/2020:* Communication on the new form is going out this week.

## ***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 3/26/20: Upgrades and new form changes were applied to the testing environment this past weekend. Testing will begin within the next couple of weeks.

### **FY21 Market Adjustments**

- March 23-27 update market data from CUPA-HR surveys
- April 1 - compensation to run tentative market comparison for budget offices to plan for increases at the department level
- 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/](http://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 terms of the expired agreement continue while the university and Local 6070 negotiate a new agreement. The university began negotiations with union representatives in fall 2018 with the goal of reaching a new collective bargaining agreement.

Update as of 3/26/20: The tentative agreement was approved by the Department of Administration. The UA Board of Regents approved the tentative agreement at the January 17, 2020 meeting. CBA is final and located on <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 3/26/20: A new CBA is approved and effective July 1, 2020.

#### ***United Academic – Adjuncts AAUP-AFT/AFL-CIO***

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

Update as of 3/26/20: Two MOA's were drafted and finalized to extend the Adjunct Contract 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 3/26/20: 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.

### **1095-C Reporting for Health Care Coverage**

The initial report for the annual 1095-C reporting process is being reviewed by the Employee Transitions and Benefits team to find errors and report them to HR Systems. The deadline for having the 1095-C forms postmarked is March 2, 2020.

Update as of 3/26/2020: The ACA forms were sent to employees by March 2, 2020. The electronic file is due to the IRS by March 31st.

### **Open Enrollment for FY21**

The Joint Health Care Committee met on Feb. 19 to review past health plan performance, projections for FY21 and set the employee rates for FY21. The rates will stay the same for FY21 as they've been the past four years. Work has begun to update documents, forms and communications and update the web site for open enrollment, which starts on Wednesday, April 15 and ends on Friday, May 8.

### **COVID-19 Task Force**

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).

## ***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.