

HR Updates to Communicate as of 5/28/2020

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

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 5/28/2020
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).
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 now entered the testing phase for the different pages.
FML	June 30, 2020	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. The FFCRA required the addition of a new earnings code and updates to the portal.
Performance Management/Evals	June 30, 2020	Performance evaluations (via paper or myUA) are due by June 30, 2020. HR has been providing performance management training since February.

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 5/28/2020: 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 HR Systems 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 5/28/20: 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 June.

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 5/28/20: A new HR Coordinator for the UAS campus has been hired and started May 26. HR is training the new Coordinator and they will soon start to take on more of the HR Coordinator duties in the near future.

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 5/28/20: 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 5/28/20: The Project Team has met with all directors. The Contact Page has been updated. The Benefits page is close to going live. We are reviewing content one more time, and will begin testing soon. LEE has the structure and most of the content. 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 Operations Team is reviewing and updating the Job Change Reasons Codes to reflect current best practices. Verifying what approvals/documents are required and when, for each Job Change Reason with each e-class.

**Target completion date is end of May 2020, pending final review & approvals from HR Leadership.*

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. This month we are working with HR Payroll and UAA Parking to institute a NextGen form for employee parking deductions.

NextGen Accounting JV Implementation

Statewide Financial Services has been working on implementing a NextGen form to simplify Journal Voucher processing. The new process will allow the preparation, approvals, keying and OnBasing of JV's to be done completely online. This eliminates printing and scanning of these documents. In addition, it allows one JV to include hundreds of entries. Previously multiple JV forms would have to be processed for JV's with more than 16 entry lines. HR Accounting will begin using this process the week beginning May 26.

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 5/28/20: We are conducting testing of the remaining B9 pages HR needs to fully adopt before B9 is complete. Issues with two of the five pages were identified and Morphius, the subcontractor for Ellucian, is in the process of applying fixes to new versions of these pages. Once new versions of the pages are received, if issues have been resolved, we can migrate them to the Production instance of Banner.

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 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 5/28/20: 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

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/>

Update as of 5/28/20: Effective July 5, 2020, the salary minimums for adjuncts will increase by 1%.

United Academics - AAUP/AFL

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.

Update as of 5/28/20: An MOA was drafted to extend the United Academics -AAUP/AFL CBA from January 1, 2021 through December 31, 2021. This is on the agenda for the June Board of Regents Meeting for approval. It is also with the Department of Administration for approval.

Open Enrollment for FY21

Open enrollment was completed on Friday, May 8, with plan changes taking effect July 1, 2020. The ETB team is working on data entry with assistance from Jevoné Baca from Personnel.

FFCRA Updates

New earnings codes, leave balances, request forms and processes have been implemented. Our emphasis is on making sure employees understand and can access the new leave benefits, and collecting documentation required to support requests per the Department of Labor requirements.

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 must be agreed upon and documented for all stakeholders involved. At that point the process needs to be followed and updated, as needed.

Update as of 5/28/20: The DRAFT FYE Instructions document (link below) is currently being shared with stakeholders external to HR soliciting feedback and comment by 5/20/20.
https://docs.google.com/document/d/1JSyyWRq6Jsnd18o4HdDKB_7CJFLwbRo233NBIGL1Evw/edit

HR Accounting is beginning to work on FYE procedures. This includes updating vendor rates, reconciling account balances, and preparing year end journal vouchers.

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.