

## HR Updates to Communicate as of 6/25/2020

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

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 6/25/2020
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: On Hold	Salaries that were identified less than 90% of the market median were being adjusted to reach 90% over FY20, FY21, and FY22. Market adjustments will not occur for FY20 due to the Board of Regents' decision.  <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 Michelle Pope and the Benefits Team 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 is about to begin 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 and training will end on June 19.

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 6/25/2020:* 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 6/25/20:* Testing has been delayed due to lack of internal IT and HRIS resources.

### **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 6/25/20:* This project is complete.

**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 6/25/20: The team is working on internal procedures related to job change reasons and instructions for completing job forms. This will be implemented with the new Job Change Reason Procedures.

### **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 6/25/20: The Project Team has met with all directors. The Contact Page has been updated. The Benefits and Labor and Employee Engagement page are close to going live. 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.

Update as of 6/25/20: The team is working on finalizing new Job Change Reason procedures. This should be ready to communicate to HR Coordinators at the beginning of July with an effective date in early August.

### **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 6/25/20: HR Payroll and UAA Parking are finalizing the NextGen form for employee parking deductions. This will be available for use starting August 1.

HR Payroll has finished the testing of the electronic Leave Share Donation form. It is now available. Paper forms will not be accepted after July 6th.

### **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.

Update as of 6/25/20: In addition to the new NextGen JV process, HR Accounting has started using the “FUPLOAD” JV process. This process uses a slightly different JV form which allows Statewide Financial Systems to upload the JV directly into Banner instead of manually entering all JV entries. This will eliminate keying errors that necessitate the preparation of correcting JV’s.

### **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.

## ***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 6/25/20: HR is waiting on three pages to be delivered from the vendor Morphius. Those pages are: NEA2SPE, NEA2TRM and PHAHOUR.

Issues consist of:

- NEA2TRM shows an incorrect error message. The mandatory field is a phone number and the error message reference area code
- NEA2SPE is unable to change supervisor and timesheet approver
- PHAHOUR requires a lengthier process than that of B8 to advance disposition

### **FY21 Market Adjustments**

Currently delayed indefinitely due to changing budgetary conditions

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 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 6/25/20: 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 approved 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 6/25/20: 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 6/25/20: A MOA was approved by the Board of Regents and Department of Administration to extend the United Academics -AAUP/AFL CBA from January 1, 2021 through December 31, 2021.

**FFCRA Updates**

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

Update as of 6/25/20: Implementation of all components is complete.

**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 6/25/20: Salary table rolls were completed and student EPAFs are disabled. Preliminary Job Roll reports have been shared with Personnel. LEE received the preliminary Local 6070 Leave Bank reports for review. HRIS completed the Job Roll process for FY21 salary tables. Future dated job change reports are due to Personnel this week.

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 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.