

## HR Updates to Communicate as of 7/23/2020

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

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 7/23/2020
Banner 8 Decommission	September 1, 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	Complete	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.

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 7/23/2020:* 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 7/23/20:* Testing has been delayed due to lack of internal IT and HRIS resources. Now that FYE has concluded, work will resume on this project.

### **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 7/23/20:* 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 7/23/20: The new Job Change Reason procedures were sent to the HR Coordinators on July 14, 2020. As a follow up, additional resources will be rolled out to the HR Coordinators over the next six weeks to help them become more familiar with the updated job change reasons and give them better tools for submitting job forms. Starting August 31<sup>st</sup>, all job forms submitted to HR will need to use the new change code reasons and include all the required supporting documentation based upon the type of change submitted.

### **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 7/23/20: 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 testing and then 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 Customer Service, Operations and Talent Acquisition Team are reviewing and updating the Job Change Reasons Codes to reflect current best practices. This will include verifying what approvals and documents are required, and what Job Change Reason is required with each e-class.

Update as of 7/23/20: The new procedures have been communicated to the campus' HR Coordinators. Two Q&A sessions have been scheduled for this week. Several more will be scheduled for August. Effective date of the new procedures is August 31, 2020.

### **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 7/23/20: The UAA Parking Services Deduction Form is now available for use. HR Payroll and multiple campus departments are finalizing the NextGen form for Employee Selected deductions. This will be available for use starting August 14th.

### **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 7/23/20: This project is complete.

### **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 7/23/2020: The work team is currently working on the draft.

### **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 7/23/2020: 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 will be developed over the next couple of weeks.

### **Staff Hiring Process Improvement Process**

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.

## ***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. Employees are expected to use Banner 9 exclusively starting September 1, 2020.

Update as of 7/23/20: EAS received two new pages from MorphiUS (NEA2TRM & NEA2SPE) on 7/10/20 and testing is forthcoming. MorphiUS does not know when they will deliver a new version of PHAHOURL; however, they are currently working on this page.

Summary of B9 page issues:

- 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
- PHAHOOR requires a lengthier process than that of B8 to advance disposition and headers grow when correcting labor distribution

### **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**

#### **Fairbanks Firefighters Association, Local 1324 CBA**

A new CBA is approved and effective July 1, 2020. It is available at: <https://www.alaska.edu/labor/ffa/>.

#### **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 7/23/20:* This project 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 7/23/20:* System changes have been completed for Banner HR. HR Accounting is completing the last of the fiscal transactions that must occur prior to fiscal year close on July 24th.

## *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.