

## HR Updates to Communicate as of 02/27/2020

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

UA HR Projects and Tasks		
Project	Estimated Completion	Updates as of 1/24/20
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
Offboarding	December 2019	The new Exit Guide provides comprehensive information for departing faculty and staff with links and contact information to manage their benefits. The link to the exit survey is sent by e-mail and we're getting responses from former employees on their UA experience.
UAF GAPE Project Support	March 1, 2020	Create a new electronic form and workflow for UAF Graduate School. Form testing begins 2/17/2020.
UAS Timesheet Feed for Facilities	March 31, 2020	Create an automated feed from UAS Facilities work order system to Banner Payroll.
UAS HR Coordinator Consolidation	March 1, 2020	Working with UAS Leadership on defining new position duties.
Retirement File Project	January 31, 2020	Updated file formats are being sent to retirement vendors. Final edits and tasks are being completed by HR Systems and EAS.
Student and Temp Employment Procedures/Workflow	April 6, 2020	Currently meeting with key stakeholders to determine if revised workflow is correct. Next step is to work with HRIS to determine if proposed changes can be made. Final steps will be concurrently working on training videos for myUA and drafting communication plan for HR coordinators.

FML	June 30, 2020	The Employee Transitions and Benefits Team is working to streamline and consolidate FML process for all locations. Working with UAS IT to enhance portal to automate routine elements  HRIS developed an additional earnings code to track the separate types of FML and this is still in testing with EAS.
Performance Management/Evals	June 30, 2020	Performance evaluations are due by June 30, 2020. HR will be providing performance management training starting in February.
Single UA Wide Pooled PCN List	April 6, 2020	UA HR will be moving to a consolidated list of Pooled PCN's that can be used across the University.

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 2/17/2020: The team is developing an informational Q&A document for the military leaves under FML. In addition to the additional earnings code HRIS developed for the separate tracking of FML related to adoption/pregnancy/childbirth, the team determined a new earnings code will be needed for the military leaves.

### **Recruitment Alignment Project**

The goal is to improve the current recruitment process for departments, hiring managers and HR staff. We will be forming the steering committee and focus groups over the next several weeks.

Update as of 01/21/2020: This project was placed on hold in 2018 in order to finish other projects that are in progress. This project will be reviewed for placement in the Talent Acquisition project improvement que.

### **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 2/24/20:* 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 can 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 2/24/20:* UAS Facilities has finished setting up the rules in their work order system to track earnings codes. UAS IT has developed an export process for testing the beginning of February. HRIS is reviewing the file format and preparing for the testing to begin. Testing must wait until OIT has refreshed the Banner database (BANQ).

### **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 fulltime 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 1/24/20:* A draft position description is under development. Research into impact on a department level is continuing.

### **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 2/24/20:* Phase three of testing will begin this week. This includes the creation of the appointment letter and the job form required for data entry by HR. .

**Personnel Process Alignment:** Historically, each campus had their own processes for setting up and making changes to employee data. UAHR 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 2/24/20: The team will be reviewing discrepancies in regards to new hires of student and temporary employees and resolving those so they can be rolled out with the changes to the recruitment process in April.

### **UA HR Website**

A project plan is in place to develop one UA HR webpage. The project team has been assembled and a meeting with the Key Stakeholders is set for Friday, January 24, 2020.

### **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. UAHR 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 1/24/20: The project team has met to brainstorm on ways to implement this efficiently at each of the campuses. Risks have been identified and plans to mitigate those challenges are being worked on now. 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 2/27/202: . Communication and updated tools are being prepared for the HR Coordinators. The new student and temporary employee employment procedures will be available for departments to start using by April 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 2/24/20: The functional users and executive group have met and mapped out a plan to complete decommissioning by August 31, 2020. This is dependent on the ability for OIT and/or outside consultants to give technical support as well as for functional areas to test solutions.

## **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 employee 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 1/24/20: 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. Interim Director for Labor and Employee Engagement Tara Ferguson is finalizing the agreement with L6070 and will distribute the CBA once final.

HR Systems and Personnel teams have made changes to Banner and employee records to reflect the changes agreed upon during negotiations. The payroll team will be paying the retros payments in R06.

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

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

Update as of 1/24/20: A tentative agreement has been reached between the University and L1324. Waiting for the Department of Administration for review and approval. It will be on the Board of Regents February agenda for their review and approval.

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

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

Update as of 1/24/20: 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 were approved by the Department of Administration and will be put on the Board of Regents February agenda.

**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 2/17/2020: The team got the file this morning and will pick up where Ann Pierce left off with 3,067 of the 4,767 forms remaining to review. Many thanks to Ann Pierce for her leadership with this task!

**Open Enrollment Preparation**

The Joint Health Care Committee is meeting on Feb. 19 to review past health plan performance, projections for FY21 and set the employee rates for FY21. Then the work begins in earnest to update documents and the web site for open enrollment, which starts on Wednesday, April 15 and ends on Friday, May 8.

## ***Upcoming Opportunities***

**Performance Management Training**

HR will be providing performance management training starting in February. Announcements with the training schedule will be available in the campus newsletters and on [www.alaska.edu/hr](http://www.alaska.edu/hr). If you have questions, contact [ua-hr@alaska.edu](mailto:ua-hr@alaska.edu), 907-450-8200.