

HR Updates to Communicate as of 10/19/18

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

Maintenance Issues

Learning Management System - updated 10/16/18

There is now a training website at the following link: <https://www.alaska.edu/hrtraining/>. This site gives information for required mandatory training, FAQs and Technical Support. There is also a page that lists free online professional and personal development courses. Please send an email to ua-syhr@alaska.edu if there are other items you would like to see on this site.

Leadership Positions - updated 10/16/18

UA

- Chief Information Technology Officer: Progress continues in the search.
- Miles Baker is leading the recruitment for a Director of Federal Relations.

UAF

- UAF is starting the recruitment process for the Chief Information Officer.

Student Employment Procedures

A team has been formed to review and update the current student employment procedures. HR and department staff are meeting monthly to discuss and resolve student employment issues so that consistent procedures are used throughout the UA system. This team is concentrating on how students are set up in Banner.

Local 6070 Payroll Procedures

A team has been formed to review and develop payroll procedures to implement the salary components found in the Local 6070 bargaining agreement. The goal is to document how earnings codes are used for Local 6070 employees in order to help employees complete timesheets correctly.

Update as of 10/19/18: This project is on hold until the transition to Banner 9 has been completed.

Review of Service Date Usage in Banner

There are a number of service dates that are tracked in Banner HR in order to assist in retirement and health eligibility reporting. A team has been formed to review the criteria for these dates,

determine how they should be completed and write procedures so that all campuses are using these dates consistently.

Affordable Care Act Procedures

A team has been formed to review and update the current procedures for the Affordable Care Act. Campus and Statewide HR staff are meeting bi-weekly to discuss and resolve ACA issues so that consistent procedures are used throughout the UA system.

Update as of 10/19/18: This project is on hold until the transition to Banner 9 has been completed.

Record Retention Procedures

Campus and Statewide HR staff are meeting regularly to discuss and update record retention schedules and documentation so that consistent procedures are used throughout the UA system.

Medical and Pharmacy Claims Audit

Periodically, the University of Alaska contracts with an outside firm to perform claims audits for our medical and pharmacy claims vendors. This year, J. Graham, Inc. conducted an audit, including a site visit, of medical and pharmacy claims from the past year. In general, the audit found Premera is managing the claims process well and has sound practices in place. The findings will help us streamline our plan design to align changes implemented over the years with current plan administration protocols.

Required Projects and Tasks

Banner 9 Upgrade

Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link:

<http://edservices.elluciancloud.com/delivery/PublicOnDemand/B9QuickTour/bgen-B9-quick-tour.mp4>

Update as of 10/19/18: HR continues to work with Ellucian to address outstanding issues. The reports to generate paper timesheets for employees are currently in the testing phase. EAS programmers are working on getting the turnaround report transformed to the new formats. Face to face training for Banner 9 has been started and will continue through the month of October. Training videos for basic searches in Banner 9 are in development.

Faculty and Staff Compensation Equity Study

SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

Update as of 10/19/18: Gallagher to begin conducting the pay equity review for staff, faculty, senior administrators and officers. Researching and reviewing 2 and 4-year faculty data and positions of those misaligned in the current market. Review faculty salary structure and guidelines. Continue to review staff salary structure and the remaining positions to get a holistic view of where staff is within the market. Review executive salary and market guidelines and process.

RFPs for Healthcare, Pharmacy, Vision and Wellness

Requests for Proposals (RFPs) to be issued this fall for medical/dental, pharmacy, vision and wellness services. The healthcare, vision and pharmacy RFP will be issued in October, with the goal of having that done and notices of intent to award (NOITA) done in January. The Wellness RFP will be issued in October or November with NOITA no later than mid-January. Review committee includes representatives from UAF, UAA and SWHR and a representative of the Joint Health Care Committee (JHCC).

Update as of 10/19/18: Draft RFP documents have been reviewed to incorporate amendments from last year and update exhibits, and are currently at UAF Procurement for final updates. Goal is to release to market Oct. 22.

Local 6070 Collective Bargaining Negotiation

The current collective bargaining agreement covering University crafts and trades employee expires December 31, 2018. The University will begin negotiations with union representatives this fall with the goal of reaching a new collective bargaining agreement.

Update as of 10/17/18: HOLD

Process Improvement Projects and Tasks

EPAF Integration with OnBase

Electronic Personnel Action Forms are currently emailed to HR offices and then manually transferred and indexed in Banner. This project will automatically transfer these notifications directly to OnBase.

Update as of 10/19/18: This project is on hold until the transition to Banner 9 has been completed.

Accelerated Collection and Processing of New Hire Paperwork

HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

Update as of 10/19/18: The team is meeting every two weeks to finish the creation and testing of the electronic forms used by new employees. We will be meeting with a representative from the software vendor in October to work on deployment of these forms through MyUA.

Standardization of FML processing

HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

Update as of 10/19/18: The team is developing FML process guidelines for UA and instructions for using the FML portal that UAS IT is developing.

Leadership Development

President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan.

Update as of 10/19/18: The leadership development team provided President Johnsen with a proposal for leadership development training and education opportunities for consideration. Vice President Layer has joined the team's discussion and planning.

Electronic Benefit Enrollment Forms

Benefit enrollment forms for new employees is now available in electronic format. New employees may go to the SWHR Benefits website (<http://alaska.edu/benefits/>) to get access to the form. Employees must use their UA log-in information to access the form.

The electronic benefit enrollment for employees with life events is currently under development. Both forms will eventually be available in UAOnline.

Update as of 10/19/18: This project is on hold until the transition to Banner 9 has been completed.

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 10/16/18: This project has been placed on hold in order to finish other projects that are in progress. Once resources are available, this project will continue.

Retirement File Project

The SWHR 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. It is expected that the file will be tested in September with implementation in October.

Update as of 10/16/18: Work with the vendor is complete. HRIS and EAS are fine-tuning the file requirements and will begin testing with vendors over the next couple of months.

Performance Appraisal Improvement Project

SWHR is working with the vendor to make improvements to the Performance Appraisal tool in MyUA. The goal is to streamline the process. Changes are expected to be implemented within the next couple of months.

Update as of 10/16/18: Requested improvements and revisions to the process have been sent to the vendor for implementation.