

## HR Updates to Communicate as of 5/18/2018

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>.

### **Learning Management System**

We are asking employees to check their completion dates after May 1st for the four mandatory trainings. If any mandatory training that has been completed is not listed, please contact your campus HR office.

Other training records, including those required by work location or job function, will be added in the future.

Requests for additional training courses to be deployed through myUA should come from the functional department that is responsible for the training content. Those requests can be made to [ua-hris-helpdesk@alaska.edu](mailto:ua-hris-helpdesk@alaska.edu).

HRIS is currently working with the vendor to create more reporting functions so departments can determine the trainings that still need to be completed.

### **Statewide HR Project Survey for FY19**

The HR Council is still in discussion about project priorities for FY19. We will update this communication with the FY19 project list once it is finalized.

### **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 late summer and 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 5/18/18: We are waiting for corrections on the last two Banner HR forms from our vendor. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

**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 5/18/18: We are testing electronic intake forms for new hires. We will continue work on creating and testing forms. We will be starting the process of deployment of these forms through the MyUA OnBoarding tool.

**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 5/21/18: Team has selected UAS IT to develop an in-house tool to manage intake and tracking of FML cases. UAS IT has initiated tool development and the team is providing technical requirements/specifications.

**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 5/18/18: Continuing to benchmark staff positions to market. In addition, analyzing compensation data for staff, faculty, senior administrators and officers. Reviewing peer institutions at the different campuses and geo differentials. Analyzing benefits peer data, developing charts and actuarial reports.

**UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**

The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

*Update as of 5/16/18:* On May 13, 2018, all UAFT faculty transitioned to UNAC. PEAEMPL records will change from A9 to F9 in Banner the week of May 21st. Labor Relations will be working with United Academics through May to resolve any remaining outstanding issues. Final salary adjustments will be made in July concurrent with promotion salary increases. A big thanks to everyone who assisted with this transition!

### **FY19 Open Enrollment**

SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.

*Update as of 5/11/18:* Open enrollment ended at 5 pm with web site updated and links to dynamic forms removed from UAOnline. Overall feedback from employees has been positive with some suggestions for improvements. 957 forms have been received and almost all have been entered in Banner by the campus HR offices

### **Wellness Rebate Payout Changing**

Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we're seeing if a larger lump sum payout will incentivize more employees to participate in the program.

*Update as of 5/5/18:* as of May 5 we appear to be on track to exceed last year's participation in the program, final results won't be known until after June 5. As of May 5, we had 1,978 members meet all requirements to qualify for the FY19 rebate. This is 43% of those members eligible 100% of the time period May 1, 2017 through April 30, 2018. By comparison, the final numbers for last year were 40% of eligible members. We still have the month of May for claims to process for wellness visits, dental and vision exams, so the numbers can only increase.

### **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. The leadership development team is compiling information through a survey to assess what is currently provided by the University.

Update as of 5/17/18: The team facilitating the leadership assessment (Dr. Veazey, Dr. Cundiff, Christi Bell, and Keli McGee) have finalized the report outlining all of the input received and opportunities to enhance leadership development. The team meets with President Johnsen this month to discuss the best path forward.

### **Student Wages Meeting Minimum Wage**

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

Update as of 5/18/18: Changes to the student salary schedule is in place. We will be transferring impacted students to the new rates effective 5/13/18.

### **Employee Tuition Waiver Changes**

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.

Update as of 5/18/18: The changes were announced in the [April Statewide Voice](http://www.alaska.edu/voice/2018/April-2018/announcements/) (<http://www.alaska.edu/voice/2018/April-2018/announcements/>). The new forms and text reflecting the regulation changes are posted on the [tuition waiver website](http://www.alaska.edu/benefits/tuition-waivers/) (<http://www.alaska.edu/benefits/tuition-waivers/>).

### **Removal of Transition Steps from Temporary Salary Schedule**

Effective the first full pay period in July 2018, the transition steps for temporary employees will be removed. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

### **Changes to Staff Benefit Charges**

Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

**Fiscal Year End Processing (April through July)**

HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

**Annual Leave Cap**

HR system will cap the annual leave rollover for FY19 at 240 hours (320 hours for IAFF union members) effective July 8, 2018. This allows employees to use annual leave on their timesheets for the R15 pay period that includes June 30th (as per BOR Policy) prior to the cap taking place.

**Recruitments of Leadership Positions****UAA Chancellor - updated 5/17/18**

- Visits are complete and the search committee developed a list of strengths and weaknesses for each candidate. Chair Sharon Chamard will present these to President Johnsen this week.
- Next steps: President Johnsen will make a decision and proceed with an offer. Once a candidate accepts, there will be a communication.

**UAF Provost - updated 5/17/18**

- Anupma Prakash has accepted the position and will start this summer.
- [Provost Prakash Announced](#)

**UA VPASR - updated 5/17/18**

- CNSM Dean Paul Layer has accepted the position permanently. Welcome Paul!

**UA CITO - updated 5/17/18**

- Multiple sources including faculty and staff provided feedback on the CITO position description and Keli McGee compiled it.
- The focus of the CITO will be strategic vision and doing for the system as a whole.
- Next steps: Advertise the position and start the search.