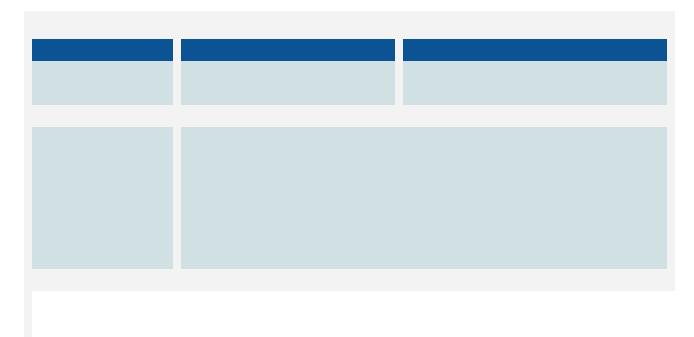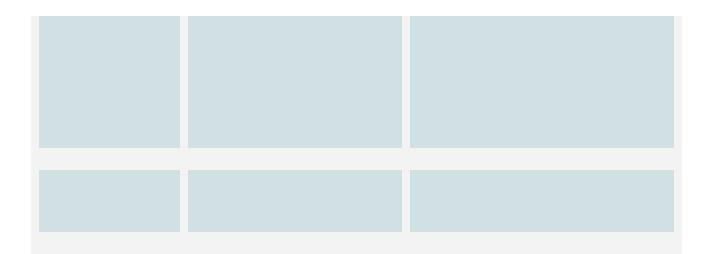HR Updates to Communicate as of 4/23/2020
For full details visit https://www.alaska.edu/hr/whats-new-at-statewide/

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.

Testing has been delayed due to lack of internal IT and HRIS resources. HRIS must wait until OIT has refreshed the Banner database (BANQ) which is scheduled for the end of May.

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.

The job posting went live on April 3, 2020. The application review started April 20, 2020.

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.

Final testing will be completed by 4/17/20. Mid-April is the expected go-live date.

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.

The team is working on finalizing new hire checklists for all employee classifications by April 6th.

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.

_____ The Project Team has met with all directors. The Contact Page has been updated. The LEE page is in development and the team is continuing to gather information to build up the HR webpage. OIT will assist HR with the development of the website shortly.

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. UA HR 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.

_____ Project completed April 6, 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.

_____ Project completed April 6, 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.

_____ Testing has been delayed due to lack of HRIS resources due to new COVID earning codes. HRIS must wait until OIT has refreshed the Banner database (BANQ) which is scheduled for the end of May.

FY21 Market Adjustments

> March 23-27 update market data from CUPA-HR surveys. CUPA has delayed release of data. Data is being updated as received. Have received faculty and administrator data as of April 21, 2020.
> April 1 - compensation to run tentative market comparison for budget offices to plan for increases at the department level. Running data as received.
> 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