Office of Human Resources

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# HR Updates

***Update as of 3/26/20:*** 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 will 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 3/26/20:*** Testing has been delayed due to lack of internal IT 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 Jŭ

**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 3/26/20:*** The Project Team will finish up meeting with the directors to assess what content should be on the web page. 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 Directors and HR Coordinator representatives from all three campuses to implement a single list of less than 100 PCN's.

***Update as of 3/26/20:*** The project team has met to brainstorm on ways to implement this efficiently at each of the campuses. Risks have been identified and plans have been implemented to mitigate those challenges. 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 3/26/2020:*** Communication and updated tools are being prepared for the HR Coordinators. The new student and temporary employment procedures will be available for departments to start using by April

***Update as of 3/26/20:*** Upgrades and new form changes were applied to the testing environment this past weekend. Testing will begin within the next couple of weeks.

**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/ . Additional updates, including new FAQs, will be added as the project progresses.

**Collective Bargaining Negotiations**

The current collective bargaining agreement (CBA) covering university crafts and trades employees expired Decemb

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