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Agenda

Meeting Date & Time:	May 15, 2014 – 10:15 am – 12:00pm
Meeting Location:	Room 100 – 1800 Grant Street
Meeting Facilitator	Lisa Affleck

Discussion Topics	
Agenda Items	**Presenter**
Topic 1: Position Data FIT/Gap	Lisa/Lezlie
Topic 2: Job Data FIT/Gap	Cindy/Lezlie
Topic 3: Campus box – Decision	Lisa/Lezlie
Topic 4: Compensation Discussion	Lisa

Action Items (carried until completed)

	Action	Assigned To	Due Date	Status
1	Profiles, Time Collection,		June Meeting	
2	Future meeting on Reporting and Employment Dates.			
3				

Notes:

Lisa explained the purpose of the Fit/Gap sessions. Our Blog will be open this month. We will document the Decision Items. Most customizations moved to leadership now are the behind the scenes processes…benefits, etc.

Position Management

- Started with Position Management Fit/Gap. Taking Position Management back to basic information. The detailed information (essential personnel, CS supervisor, HIPAA, Hazardous materials) will be included in Position Profiles.
- FTE/Percent of Time/Standard Hours…currently are tied together. ES has heard that they shouldn't be. Position will have budgeted FTE. Person FTE and Percent of Time will be maintained on Job data. SOM requires that both be the same. May need an audit query or have it be part of a form. FTE in Position data will not over-ride job data. FTE/Std Hrs will come from position. Percent of Time will be stand alone on Job Data and this can be over-ridden by HR Business Partners. Std Hrs

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drives benefits and if Percent of Time changes, ES will manage that Std Hrs and Percent of time will be in sinc for Benefit purposes. **Question:** What field is ACA tied to? It is tied to actual hours worked which is driven by a payroll table. If it's monthly Std Hrs feeds into the actual hours table for payroll.

- Specific Information—BG and Hazardous, HIPAA will move to Profiles
- Mail Drop ID—this will be the site for Campus Box…will be tied to primary job.
- Eliminate Base Comp Rate…don't believe anyone reviews or checks this data since this is in the Position Data.
- Kenexa – used by HR and will be part of Position Profile.
- Transfer Page – moving someone to a different department. 9.2 should allow HR Business Partners to transfer an employee to a different department even though they are not rostered in your current department.
- Will not have special approval page. Can include notes in the request and approval chain.
- Lisa – anything else you would like to see from Job Data? Anything that gives you problems? No response.
- Eliminate the need for funding to set up a position. Talked with Controllers and they don't think it will be necessary. Still discussing with Sponsored Programs.
- **Question:** Are there action reasons that will not require approval? Need to investigate and incorporate into our forms.
- **Question:** What are the reasons for PETs? Grants start late, change funding dates mid-month, Funding End dates that are not updated. This is used by grants and contracts. Student employment. Partially funded from General Fund and Auxiliary funds…impacted by increases to GF but are not updating the Auxiliary Funds, getting information late from decision makers to enter corrections. **Question:** Will we still have the opportunity to enter flat amounts in funding distribution…answer: yes.

<u>Job Information</u>

- Please ensure the Current Business Process information is accurate
- Entry and approval will be more efficient in forms
- Forms will indicate who approved and when – we will also provide this data via query/pagelet – data on who entered what will still be available somewhere
- Keep % of time in Job and FTE will be tied to Position and Job
- Std Hrs and Empl Class drives benefits eligibility (looking at restricting use of Empl Class – examples of work study/student employees – will be reviewed and determine appropriate uses) we are meeting with Student Employment Offices
- Eliminate Salary Admin Plan from Compensation Tab (removing customization) – in 9.2 would review quartiles for CS in pagelet/manager dashboard
- Separate meeting will be held for required employment dates (what data do we need and how is it used) – helpful to know when employees were Student Employees; Will discuss what does 'last assignment date' mean? Where do these fields reside and how are they defined? Examine Classified Staff LOS process with hope to remove and allow the system to calculate. We do know we need a field for leave calculations.
- 12 Month Faculty flag is not being used for leave accrual and is a customization that will be removed.
- Faculty Events is being reviewed (allows for tenure tracking) would assist with reporting

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- Making multiple changes to a position will be done through Forms because currently multiple changes cannot be done on the same effective date.
- Correction Mode: Maybe we will have a Correction Form. We need to make sure payroll is not impacted. We will still be able to make changes it's just how it will be done.

Compensation Discussion:

- Do we need additional jobs when employees take on additional work, over-load. If PS had the ability to use MCP for Faculty which would allow a different speedtype. Review different types of faculty pay allowed under Regent Policy. If set up as MCP the employees could see it different on their paycheck.
- Job Notes are used for Lecturer, overload, etc. Course, Pay, etc. Would be good to see this information.
- Further discussion will occur on how benefits and compensation work…9/9 and 9/12. If they take research appointment in the summer it takes all benefits from the Research account.
- My Leave is going away. Bring issues to next meeting as we will be talking about time collection.
- Just because we build a function or module doesn't mean that all personnel groups or campuses will need to use it.

- **Question:** Will there be a matrix on what fields, pages should do? Yes. Hope that most work will be done through forms so they won't have to navigate the pages.