Faculty Leave & Substitute Pay Agenda
September 11, 2012, 9:30-11:00am

Schedule/Timeframe:
0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association’s approval – end of November 2011; done.
5. ETS programming – complete by end of September 2012.
8. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:
1. Status of setting approvers – Suzanne
   a. Confirm District HR assumes long-term responsibility.
   b. Suzanne will create list and forward to Gigi & Cynthia to verify; complete by August 31, 2012.
2. Discuss and solicit feedback on business workflow for creating a leave request.
   • Dean can reject & send back to faculty; if faculty does not respond, will become trapped.
     o Request will not be forwarded to payroll without dean approval.
     o Substitute will not get paid.
   • Division initiated leave request is submitted to faculty for approval; if no response after specified time limit (approved by Faculty Association), will be forwarded to payroll.
   • Payroll can send leave request back to faculty for revisions.
   • Payroll will be able to revise leave if changes need to be made to leave usage.
   • Overload leave bank needs to be factored in; There are a total of 6 leave banks:
     o Personal Leave.
     o Sick – Full-time.
     o Part-Time Personal Leave.
     o Part-time Sick Leave.
     o Summer Personal Leave.
     o Summer Sick Leave.
   • Have code review October 2, 2012.
   • Begin testing with Foothill PE October 18, 2012.
4. Payroll Interface.
   • In mapping process.
   • Will not be ready for October 2nd code review.

Critical Success Factors:
1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.