

Faculty Leave & Substitute Pay

August 9, 2011, 9:00am-10:30am

Attendees: Chien Shih, Gigi Gallagher, Cynthia Smith, Hong Nguyen, Scottie McDaniel, Patty Jobs, Henry Ly, Susan Malmgren and Kari Elliott (note taker).

Schedule/Timeframe:

0. Draft specifications – complete by mid-September.
1. Form ready (plus process) – complete by end of September.
2. Faculty Association's approval – end of October.
3. Deans and Division Admins Input – end of November.
4. Final approval of specs – mid-December.
5. ETS programming – complete by end of February 2012.
6. Testing – March 2012.
7. Roll out – end of April 2012(Spring Quarter).

Review meeting minutes from last meeting:

1. Specs will go to Core Committee for approval, then ETAC for approval, then Steering Committee for approval before being implemented.
2. How to route future process:
 - Create database using APEX.
 - Interface with Banner database.
 - Drop down menu with supervisor name; hit submit after choosing supervisor.
 - District Payroll will still enter manually in beginning; will write a script later to automate.
 - Produce a report for leave.
3. Sub-Pay Issue:
 - Assignments are currently created manually.
 - Still investigating how to create automatically.

Take Away Items:

1. Assignments have to be created for each sub.
 - Have another screen to enter sub information into.
 - Can pull hours from catalog/schedule.
 - Detail process.
2. Investigate earnings code – Nancy.
3. Leave buckets – assignment dictates which one to use.
 - Full-time overload contract hours.
 - Part-time contract hours.
 - Need better understanding to automate.
4. Review current process with screen shots if possible.