

Faculty Leave & Substitute Pay Minutes

April 9, 2013, 9:30-10:30am

Attendees: Matt Rapczynski, Nancy Chao, Suzanne Pfeiffer, Joe Lampo, Irma Rodarte, Susan Malmgren, Gigi Gallagher, Cynthia Smith, Susan Gutkind, Debbie Haynes, Chien Shih and Kari Elliott (note taker).

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.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of September 2012.
6. Demo at Senior Staff – October 16, 2012.
7. Testing – November-December 2012.
8. Roll out – April 22, 2013.
9. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. EPAF – Turn off April 15, 2013
 - Remove tab and access to form.
 - Remove link to printable forms.
 - Debbie Haynes and Patty Jobs will still have access to process any lingering leave requests.
2. Substitute Pay Issue – some substitutes are being paid a month late.
 - Currently testing fix.
3. Substitute Email Notification.
 - Need to be notified by email when faculty submits leave and when payroll approves.
4. Forms are available as fillable PDFs on HR website.
 - Change form names to Faculty Exception Leave Report and Substitute Request for Pay.
5. Training.
 - Drop-in Lab, April 15, 2013, 1:30pm-3:30pm, Foothill D270.
 - Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
 - Video has been closed captioned; Susan Malmgren will review one more time before posting.
6. Schedule follow up meetings with deans in May 2013.
 - Can determine if more training is needed at follow up meetings.
7. Support after Go Live.
 - Faculty will call the Call Center.
 - Chien will draft a document listing responsibilities for Call Center to use for reference.

Critical Success Factors:

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