Faculty Leave & Substitute Pay Minutes
February 12, 2013, 9:30-11:00am

Attendees: Chien Shih, Cynthia Smith, Nancy Chao, Gigi Gallagher, Susan Malmgren, Debbie Haynes, Susan Gutkind, Patty Jobs 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 – March 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. KA (Kinesiology & Athletics)-Go Live February 8, 2013.
   - Well received at division meeting.
   - Entered 2 actual leave reports at division meeting.
   - Faculty find program intuitive.
   - Email notification did not work; look into when Matt returns.
   - Payroll would like a prompt in MyPortal when there is a leave pending approval like webtime entry.
2. Hypothetical Issue.
   - How to correct an error after leave has gone through approval process?
     - Resubmit with notes documenting error; programming will not allow, can only have 1 leave report for absence.
     - Use special cases form (absent more than two weeks, online courses, etc) and input manually.
       - Form does not include substitute; need a separate form for substitutes not paid.
       - HR will create form for substitutes.
3. Review Manual Form.
   - Change title to Faculty Leave Reporting-Exceptions Only in bold capitol letters.
   - Add comment section.
   - Make PDF fill able with an electronic signature.
   - Need instructions on form as well.
   - Nancy will make changes and email team for review.
   - Will need link from HR website for form.
4. Need to publish procedure.
   - Procedure needs to be written (HR).
     - Work with colleges and schedulers.
     - Consistency.
     - Procedures for both full-time and part-time faculty.

5. Training.
    - Need to schedule one dean training and one faculty training at each campus in March.

Critical Success Factors:

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