

Faculty Leave & Substitute Pay Minutes

February 26, 2013, 9:30-11:00am

Attendees: Chien Shih, Suzanne Pfeiffer, Cynthia Smith, Nancy Chao, Susan Gutkind, Matt Rapczynski, Patty Jobs, Debbie Haynes, Joe Lampo, Gigi Gallagher 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 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.
 - Email notification did not work; emails are now working.
 - Payroll would like a prompt in MyPortal when there is a leave pending approval like web time entry.
2. How do faculty report leave when teaching in 2 different divisions?
 - May miss one class for one division, but does not miss class for other division.
 - Faculty can add in comments missed one class but still taught the class in other division.
 - Create report to pull comments for payroll to identify.
 - Create list of faculty teaching in 2 different divisions.
 - Add as an FAQ – Susan Malmgren.
 - Give viewing access to campus HR/Payroll.
3. Faculty Association Decision regarding sick leave.
 - If faculty are scheduled for 2 days and are out for 2 days; full 40 hours of sick leave will be deducted.
 - Needs to be written down and communicated to deans; should come from HR.
 - Suzanne Pfeiffer & Susan Malmgren will attend deans meetings in March to discuss.
4. Review Manual Form.
 - Make PDF fill able with an electronic signature; team decided Feb 19th not use electronic signature.
 - Faculty will need to fill out online and print out to give to deans.
 - Need instructions on form as well.
 - Will post on HR forms page under Faculty Leave.
5. Document for Sub Pay – request from Division Admin Assts.
 - Form for substitutes who worked and did not get paid.
 - Make fill able PDF; substitutes will need to fill out and print out to give to deans.
 - Will post on HR forms page under Faculty Leave.
 - Suzanne Pfeiffer is working on; will give to Chien to make fill able PDF and Susan Malmgren will test.
6. Need to document standard operating procedure.

- Bring up again at next week's meeting.
- 7. Archive procedure for employee documents.
 - For auditing purposes; faculty to not need to have access.
 - More discussion needed for exceptions (paper forms).
- 8. 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.