Faculty Leave & Substitute Pay Minutes
February 5, 2013, 9:30-11:00am

Attendees: Joe Lampo, Cynthia Smith, Nancy Chao, Gigi Gallagher, Susan Malmgren, Matt Rapczynski, Jane Swanson, Debbie Haynes, Denise Perez, Susan Gutkind, Suzanne Pfeiffer 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. Change to instructions per Faculty Association's request.
   - Change 'on campus' to onsite/face to face assignments.
   - Add contact division for online assignment absence.
2. Team Teaching.
   - Pull hours from schedule; not using percentages.
3. Manual Form.
   - Need to create new form for special cases (online classes, absent for more than 2 weeks, other exceptions).
   - Will not accept paper form for absences less than 2 weeks; must use online reporting.
   - Suzanne Pfeiffer will work with Nancy Chao to create.
   - Will need link from HR website for form.
4. Need to publish procedure.
   - Procedure needs to be written (HR).
     o Work with colleges and schedulers.
     o Consistency.
     o Procedures for both full-time and part-time faculty.
5. Review draft of FAQs.
   - Forward new questions to Susan.
   - Will group questions by subject as more are added.
6. February 8, 2013 Go Live.
   - Channel needs to be open for PE division; available late Thursday, February 7th.
   - Documentation on line.
     o Instructions for faculty and deans.
   - Role and access is ready for PE – yes.
   - Payroll interface is being tested.
     o Some glitches, but not show stoppers.

7. 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.