Faculty Leave & Substitute Pay
July 26, 2011, 9:00am-10:30am

Attendees: Chien Shih, Nancy Chao, Suzanne Pfeiffer, Gigi Gallagher, Debbie Haynes, Patty Jobs, Henry Ly, Susan Malmgren and Kari Elliott (note taker).

Objectives:
1. Define process.

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).

Routing Strategy I:
1. Faculty fill out form, forwards to dean for approval.
2. Dean approves, forwards to campus HR.
3. Campus HR forwards to District Payroll

Routing Strategy II:
1. Have a table on MyPortal with check boxes to approve.
2. Generate email with link to next person in process.
   - Drop down menu with list of all deans.
   - Limit to department dean?
3. Will have a process ID for audit trail.

Future Process:
1. Team agrees to use Routing Strategy II.
2. Have error messages when fields are filled incorrectly – will need to define message.
3. Error messages resulting from system error ETS will handle.
4. Capability of APEX (Oracle Tool)
   - Will use for project; ETS still investigating.
5. Faculty will have difficulties searching for name of substitute; Banner searches all names.
   - Limit search to faculty or department.
6. Timeline – limit how far back.
   - Many times leave requests come in after positions are no longer active; campus HR have to make positions active again.

- Contract states leave must be reported 10 days after return or division admin or dean can initiate process.

Current Process – No Sub:
1. Faculty calls division office to report absence.
2. Division admin fills out form and sends to faculty for signature; or faculty fills out form.
3. Form is sent to division office for dean's signature.
4. After signed, division sends to campus payroll.
5. Campus payroll:
   - If full time faculty, send to district payroll.
   - If part-time faculty, pick assignment information (which leave bank to use) before sending to district payroll.
6. District payroll deducts leave or calls faculty if they do not have enough leave.

Current Process – Sub Pay:
1. Faculty calls division office to report absence.
2. Division admin fills out form and sends to faculty for signature; or faculty fills out form.
3. Form is sent to division office for dean's signature.

   3a. Division admin creates EPAF (initiate assignment).
4. After signed, division sends to campus payroll.
5. Campus payroll creates one time assignment.
   - Scheduling information – CRN (lecture or lab).
   - Use position number to identify sub pay.
   - Earnings code – need to investigate.

Take Away Items:
1. Finish District payroll process.
2. Investigate earnings code – Nancy.
3. Review current process and begin mapping future process and write specs.