

Faculty Leave & Substitute Pay

July 31, 2012, 9:30-11:00am

Attendees: Chien Shih, Susan Malmgren, Gigi Gallagher, Nancy Chao, Matt Rapczynski, Suzanne Pfeiffer, Erwin Widiarta, Irma Rodarte, Hector Quinonez 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. Testing – October 2012.
7. Roll out – February 2013.

Objectives:

1. Cut down paper to Payroll; less man hours and easier to archive.
2. More accurate reporting to Finance.

Agenda Items:

1. Website.
 - Create in same format as Exchange Implementation website; team members agree to create website.
2. Demo at Senior Staff meeting before October.
3. Demo what has been programmed so far.
 - Expand summary to show which buckets leave is coming from.
 - Substitute list showing all employees; need to limit to faculty and include CWID for faculty with the same name.
 - Approvers have not been created yet.
 - Request to allow a reviewer to review before approver approves (not a proxy).
 - ACE would not approve.
 - Keep specs as is.
 - Manual intervention in place for unusual scenarios.
4. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Critical Success Factors:

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

Take Away Items:

1. Create website; link will be sent to team members to review.
2. Schedule milestone.
 - Demo at Senior Staff.
 - Begin testing in October.