

Faculty Leave & Substitute Pay Minutes

March 12, 2013, 9:30-11:00am

Attendees: Suzanne Pfeiffer, Cynthia Smith, Nancy Chao, Susan Malmgren, Susan Gutkind, Gigi Gallagher, Moaty Fayek, Joe Lampo, Matt Rapczynski 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 22, 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. Two instructors at Foothill were not able complete online form from the substitute step; bug in system.
 - Were able to go back one step and save for later.
 - Need to fix before March 15th payroll; Matt working on.
2. Error message in step three; but able to save in test environment.
 - Susan Malmgren sent screen shot to Matt.
3. STVDIVS table and Banner form – who is responsible for updating.
 - Jerrick Woo and Lourdes Del Rio-Parent are only ones with access.
 - Susan Malmgren will ask Jerrick Woo to start documenting who requests changes.
4. Documentation.
 - Suzanne Pfeiffer will have Chandan make the substitute and manual leave forms fillable PDFs and post on HR website.
5. Substitute emails.
 - Send email when faculty submits leave to dean.
 - Send email when payroll approves.
6. Training.
 - April 15, 2013, 1:30pm-3:30pm, Foothill D270.
 - April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.

Critical Success Factors:

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