

## **Faculty Leave & Substitute Pay Minutes**

**March 26, 2013, 9:30-10:30am**

**Attendees:** Joe Lampo, Irma Rodarte, Susan Malmgren, Gigi Gallagher, Nancy Chao, Cynthia Smith, Chien Shih 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. Review Training Video.
  - Team consensus is to go ahead implement it, Susan will work with Matt on close captioning.
2. EPAF – when to turn off?
  - Remove tab and access to form before April 22, 2013.
  - Remove link to printable forms.
  - Debbie Haynes and Patty Jobs will still have access to process any lingering leave requests.
3. Substitute Pay Issue – some substitutes are being paid a month late.
  - Programming is looking at day, not month on submitted date.
  - Substitutes are not always being paid for month worked; showing up on the following month's payroll.
4. Training.
  - Drop-in Lab, April 15, 2013, 1:30pm-3:30pm, Foothill D270.
  - Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
5. Schedule follow up meetings with deans in May 2013.
  - Can determine if more training is needed at follow up meetings.
6. Support after Go Live.
  - Faculty will call the Call Center.
  - Chien will draft a document listing responsibilities for Call Center to use for reference.

### **Critical Success Factors:**

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