

Quick meeting minutes Faculty Leave and Substitute Project – March 5, 2013:

1. Team picks **4/22/2013** as District go live date on Faculty leave and substitute pay system.
2. Open lab sessions will be set up for both colleges during the week of 4/15/2013. This will include hands-on practice and Q&A.
3. On-line training video will be ready before 4/15/2013 and will be posted at YouTube FHDA site.
4. All documentation and Q&A are on the project web site: <http://ets.fhda.edu/facultyleave>. Additional documentation and links will be posted at HR and college web sites.
5. Communication draft will be forwarded to all team members for review and will be sent to both colleges and District marketing departments afterwards for posting.
6. Websites and old documentation related to the paper process and legacy system will be updated prior to 4/22/2013 go live to reflect the new information.
7. Foothill Susan Gutkind's KA division and De Anza Moaty Fayek's CTIS division went live on February and March as pilot division, they are already using the system with minimum problem reported. Thanks to faculty and staffs of both divisions' support of project team, many of their valuable suggestions were incorporated into the project.
8. According to Payroll, **4/15/2013 will be the last cut off date for the old paper approval process**, from that point on, leave report approval will be on-line and will still have the same cut-off date of 15th of every month.
9. Project team is finalizing the electronic division dean approval list, Suzanne Pfeiffer will circulate the list for final review in preparation for go live.