Faculty Leave & Substitute Pay Minutes
October 30, 2012, 9:30-11:00am

Attendees: Chien Shih, Debbie Haynes, Susan Malmgren, Joe Lampo, Irwin Widiarta, Irma Rodarte, Cynthia Smith, Nancy Chao, Hector Quinonez, Gigi Gallagher, Patty Jobs, Rachelle Licon, Hong Nguyen, Denise Perez, Jane Swanson 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 2012.
8. Roll out – March 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. Begin pilot testing with Foothill PE November 1, 2012.
   - Have Deans and their administrative assistants begin testing November 13-16, 2012.
2. Substitute Pay may not be ready for rollout.
   - Can extend timeline if needed; do not want to go live without substitute pay working.
3. Review specs for Substitute Pay Version 2(handout).
   - Need to clarify where sub pay hours are being pulled from (Matt).
     - May be an issue for some De Anza courses.
   - Need leave banks available before first payroll run; leave banks are populated after the first payroll run.
     - Timing issue; have a workaround.
     - May be solved with HR 8.7.
     - Will have an exception report.
   - Instructional & Non-Instructional Cancelled Classes.
     - Cancelled in NBAJOBS, not in SIAASGN.
     - De Anza deletes position and suffix only; Foothill deletes everything.
     - If position or suffix is removed; no assignment.
     - Patty Jobs & Debbie Haynes deal with non-instructional cancelled classes.
   - Add CLAS to Meeting Type table (page 4 of specs); will equal 1.
   - TBLA is not used by either college and will be removed.

Critical Success Factors:

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

Take Away Items:
1. Susan will update specs and send out to team.
2. Clarify with Matt were sub pay hours are being pulled from.
3. Process (substitute pay) – how much is completed?
    - Schedule – date to complete coding.
    - Test in segments.
    - Pilot Divisions will go January & February 2013.
        - Front end working, can enter manually if not completed for pilot Divisions.
        - Need to have working before roll out, March 2013.