Faculty Leave & Substitute Pay
April 3, 2012, 9:00am-10:30am

Attendees: Chien Shih, Susan Malmgren, Joe Lampo, Nancy Chao, Matt Rapczynski, Cynthia Smith, Debbie Haynes, Suzanne Pfeiffer, Patty Jobs, Irma Rodarte 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 April 2012.
6. Testing – May 2012.
7. Roll out – Summer Quarter.
8. April 27, 2012 – demo at All Administrator's Meeting.
    - Will demo everything but interface with Payroll.

Agenda Items:
1. Current Progress.
    - Review specs, version 7.
        - Step 8, Super User View.
        - Nancy provided audit list for report; items listed in bullets are separate reports and should not be included in the audit report.
        - If problem, send back for correction.
        - If concurrent leave, payroll will be able to override with a comment field for audit purposes.
        - If duplicate, payroll will be able to reject with a comment field for audit purposes.
        - Comment field will be a new table.
2. Approvers.
    - Can enter supplemental data in PEAEMPL.
    - Will be maintained by HR – Suzanne approved.
3. Substitute Pay.
    - Assignments created after dean approves leave.
        - One code if dates are for prior months.
        - One code if dates are for current month.
        - Cut-off dates – 15th of the month.
        - Effective dates – 1st of the month.
        - FOAP decided by division.
    - Sub form is filled out and given to dean to let them know sub worked.
        - Suzanne will work with Drake to create online form for subs to fill out who worked and have not been paid.
4. April 27, 2012 Demo:
    - Have front end completed as much as possible.

- Give administrators an overview.
- Will not have a question/answer period.
- Next step – deans meeting; do not include division administrative assistants.

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

Take Away Items:
1. Receive written confirmation from Faculty Association regarding 3 day limit – Gigi.
2. Deans will have final authority to approve; ETS will put in pop-ups messages near end of submittal (documents needed for medical leave, jury duty, etc).
3. Close specifications at next meeting, April 24, 2012.
4. Final review before April 27, 2012 demo.