

Faculty Leave & Substitute Pay

August 14, 2012, 9:30-11:00am

Attendees: Joe Lampo, Susan Malmgren, Gigi Gallagher, Nancy Chao, Matt Rapczynski, Suzanne Pfeiffer, Erwin Widiarta, Irma Rodarte, Patty Jobs, Cynthia Smith, Rachelle Licon, Hong Nguyen 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. Testing – October 2012.
7. Roll out – February 2013.
8. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Objectives:

1. Cut down paper to Payroll; less man hours and easier to archive.
2. More accurate reporting to Finance.

Agenda Items:

1. Website.
 - Link to website has been sent to team members to review.
2. Will use Grails instead of APEX for interface.
 - Grails will soon be supported by Ellucian.
3. Demo at Senior Staff meeting before October.
 - Chien still needs to schedule.
4. Testing in October.
 - Use PRODN for testing.
 - Use PE Division at Foothill and Business Division and Language Arts Division at De Anza to test.
5. Clean up Substitute list.
6. Approver Creation.
 - Irma will begin creating; will let Suzanne know when ready to populate.
7. Substitute Exceptions – impacts campus payroll.
 - Nancy & Irma will review process.
8. Document system/process.

Critical Success Factors:

1. Accuracy.
2. User friendly; intuitive.

3. Auditable.
4. Processing time reduction.
5. Awareness & training.

Take Away Items:

1. Schedule milestone.
 - Demo at Senior Staff.
 - Begin testing in October.
2. Send FAQs to Susan for documentation.
3. Review Faculty Leave E-mail List (attachment) for next meeting.