

Faculty Leave & Substitute Pay

February 21, 2012, 9:00am-10:30am

Attendees: Cynthia Smith, Susan Malmgren, Suzanne Pfeiffer, Gigi Gallagher, Joe Lampo, Nancy Chao, Patty Jobs, Debbie Haynes 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 – April 2012.
7. Roll out – Spring Quarter.
8. April 27, 2012 – demo at All Administrator's Meeting.
 - Will demo everything but interface with Payroll.

Review Specs – version 6:

1. Reviewed changes Susan made from last meeting.
2. Payroll behind the scene; phase in 2 steps.
 - Front end; generate report, transaction entered manually – will be done in APEX.
 - Develop payroll process; run side by side simultaneously.

Technical Timeline:

1. Review Joe's handout.
2. Base table, detail table and validation tables have been defined.
3. Populate validation tables next week.
4. Begin testing late March, early April.

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.