

Faculty Leave & Substitute Pay

February 7, 2012, 9:00am-10:30am

Attendees: Chien Shih, 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 February 2012.
6. Testing – March 2012.
7. Roll out – end of April 2012(Spring Quarter).
8. April 27, 2012 – demo at All Administrator's Meeting.
 - Will demo everything but interface with Payroll.

Review Specs:

1. More discussion needed for job creation for substitutes.
2. If already submitted and approved; display message request has been approved and to contact dean.
3. Payroll behind the scene; phase in 2 steps.
 - Front end; generate report, transaction entered manually.
 - Develop payroll process; run side by side simaltenously.

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. Divide tasks for schedule/completion – Chien/Joe.