Faculty Leave & Substitute Pay
January 24, 2012, 9:00am-10:30am

Attendees: Chien Shih, Cynthia Smith, Susan Malmgren, Suzanne Pfeiffer, Gigi Gallagher, Joe Lampo, Nancy Chao 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).

Review Specs:
1. Need to remove Administrative Assistant from directions.
2. Report leave by campus and dean.
    - If faculty teaches at both colleges, two forms will have to be filled out.
    - Will need to make clear in instructions and training.
3. Status button added to screen for Reporting Days on Leave.
4. Substitutes will be able to change hours to pay on Substitute Name Reporting by Course screen if they worked less than the instruction hours; they will not be able to enter more hours than allowed.
5. On the Submit Screen (for faculty) remove 'Notify Faculty' button, radio button for 'Substitute?' and show campus.
6. When Division submits Leave Report, 'Notify Faculty' button will trigger email to faculty that leave report was created (copy included in email) and must reply to email with approval and/or comments within 3 business days.
    - No reply will constitute agreement.
    - Faculty Association approves of the 3 day window for approval and no reply will constitute agreement; need to get written confirmation Faculty Association approves.
7. Super User view – will be view only.
    - Will use the EPAF super users.
8. Approver Screen will show entire leave report instead of day by day; if approver rejects leave, comments have to be entered.
    - It is the dean's responsibility to follow up with faculty; will not push through.
    - Leave reports not approved will show up on Status Report; ARGOS report that can be run anytime.
9. Payroll Pre-Processing Report – need to test leave codes thoroughly before using.
10. More discussion needed for job creation for substitutes.

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. Finalize specifications with new changes made by tech team.
3. Divide tasks for schedule/completion – Chien/Joe.
4. APEX consultant will be on site for training and technical specification development week of Jan 31.