

## **Faculty Leave & Substitute Pay**

### **March 6, 2012, 9:00am-10:30am**

Attendees: Chien Shih, Susan Malmgren, Gigi Gallagher, Joe Lampo, Nancy Chao, Matt Rapczynski 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.
  - Demo what has been programmed.
2. Appendix F.
  - Some calculations in table are incorrect for hours deducted for absences.
  - Hours deducted is based on a formula per Nancy (table is based on formula but calculations are incorrect).
  - Will not publish Appendix F; will use formula instead and have a reference to contract.
  - Team members agree to use formula instead of publishing Appendix F.
3. Recommendation from Tech team: Enterable hours.
  - Allow faculty to enter hours.
  - Entered hours will be rounded to nearest quarter.
  - Faculty cannot enter more than scheduled.
  - Team members agree to let faculty enter hours.
  - Discuss substitute pay at next meeting.
4. Recommendation from Tech team: Partial Day vs. Full Day.
  - No longer have to select status if faculty can enter hours.
5. Approvers.
  - Can enter supplemental data in PEAMPLE.
    - Enter division code.
    - Assign as approver.
  - Need to decide who will maintain table – HR decision.
  - Discuss and decide at next meeting.

**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. Discuss substitute pay at next meeting.
3. Discuss approvers at next meeting.