

Faculty Leave & Substitute Pay Minutes

November 6, 2012, 9:30-11:00am

Attendees: Chien Shih, Debbie Haynes, Susan Malmgren, Joe Lampo, Erwin Widiarta, Irma Rodarte, Cynthia Smith, Nancy Chao, Patty Jobs, Denise Perez, Mi Chang, Matt Rapczynski, Jerrick Woo 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. Demo at Senior Staff – October 16, 2012.
7. Testing – November 2012.
8. Roll out – March 2013.
9. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. How to calculate instructional hours to deduct.
 - SSASECT – hours per day.
 - TBA can override scheduled hours.
 - 2, 4, 6, 8 – allow only these section meets type (both colleges agree).
 - Online classes should not use online reporting (team members agree).
2. How are combination classified and part-time faculty members handled.
 - Security issue; cannot access.
 - Need way to separate.
3. Will there be a cutoff for submitting to Payroll.
 - Payroll will control; if submitted too late, will be processed with next payroll.
 - Will be covered in FAQs.

Critical Success Factors:

1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

Take Away Items:

1. Process (substitute pay) – how much is completed?
 - Schedule – date to complete coding.
 - Test in segments.
 - Pilot Divisions will go January & February 2013.
 - Front end working, can enter manually if not completed for pilot Divisions.
 - Need to have working before roll out, March 2013.