

## **Faculty Leave & Substitute Pay Agenda**

**April 23, 2013, 9:30-10:30am**

### **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-December 2012.
8. Roll out – April 22, 2013.
9. Phase out EPAFs by Spring quarter 2013 all leave reporting will be electronic, no more paper.

### **Agenda Items:**

1. Substitute Pay Issue – some substitutes are being paid a month late.
  - Currently testing fix.
2. Substitute Email Notification.
  - Need to be notified by email when faculty submits leave and when payroll approves.
3. What happens to leave reports when quarter ends?
  - Lists are getting long, begin hiding from deans and showing most current ones.
  - Entire list will still be searchable.
  - Sorting – locked into sort date of absence; make searchable by name and date.
4. Need to stop payroll from approving on position that is not active.
5. Training.
  - Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
6. Schedule follow up meetings with deans in May 2013.
  - Can determine if more training is needed at follow up meetings.
7. Support after Go Live.
  - Faculty will call the Call Center.
  - Chien will draft a document listing responsibilities for Call Center to use for reference.

### **Critical Success Factors:**

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