

Faculty Leave & Substitute Pay Agenda

October 23, 2012, 9:30-11:00am

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. Begin pilot testing with Foothill PE November 1, 2012.
 - Have Deans and their administrative assistants begin testing November 13-16, 2012.
 - Have testing locations at both campuses.
 - Times & locations on calendar.
2. Substitute Pay may not be ready for rollout.
 - Need to make sure job assignments are correct; complex process.
 - Can extend timeline if needed; do not want to go live without substitute pay working.

Critical Success Factors:

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

Take Away Items:

1. Setup meeting with Kathleen Moberg and Shawna Aced to discuss non-instructional faculty leave reporting.