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RECORDING LINK: https://us-lti.bbcollab.com/recording/f286caa2cf884b68ba9e0266fee4b828

***R15 Personnel Actions due to HR 06/21/2019 Prior to 1:00 PM***

***R16 Personnel Actions due to HR 07/03/2019 Prior to 1:00 PM***

***R17 Personnel Actions due to HR 07/19/2019 Prior to 1:00 PM***

2019 Personnel/Payroll Submission Schedule Link:
https://www.uaf.edu/hr/files/ppas-payroll/2019SubmissionSchedule.pdf

***Biweekly Reminder: Please Deliver to HR Daily***
A steady, constant flow helps to keep the paper workflow moving along smoothly, submit Job Forms/hire packets, etc. on a daily basis. Thank you!

***Generate Turnarounds based on Effective Date (vs. Activity Date)***
EAS migrated the updated program for running job form turnarounds (NHR2PAF) to Banner 9 PROD on Friday, June 7, 2019. When running the report, you will now want to use parameter values that include the effective date of the change (Period Begin and Period End), not the activity date.

For more information, please review the instructions found on the UA HR website: https://alaska.edu/files/hr/hr-procedures/banner-data-entry/Printing-Turnarounds-in-Banner-9.pdf

***No Data Entry into NBAJOBS dates***
2019→2020 Salary "Group"
♦ 6/20/19 – 6/21/19*: No data entry on NBAJOBS until email received from HRIS. Query view still available. *Update: HRIS completed whole process on 6/20!

The HRIS team to insert job records rolling all jobs to FY20 salary rates.
07-JUL-2019 Effective date of job roll for all employees 2019→2020 Salary "Group"

Future dated record push
♦ 7/12/19: No data entry on NBAJOBS until email received from HRIS. Query view still available.

***Returning from a Leave of Absence (LOA)***
When an employee returns from an approved Leave of Absence (nonmedical, R04.06.147), the PPA will submit an End Leave Without Pay (LWPE) Job Form at that time. We do not wish to receive these in advance of the employee’s return because experience has proven that it is best to wait to know for certain the employee is truly returning to work, and that the date of the LWPE is correct. (Personnel Date should be a Sunday whenever possible, i.e., please don’t use Monday just because it’s the beginning of their workweek. But of course, those that return mid-week - use the actual return date.)

It is also wise to have the employee reach out to their consultant upon their return to discuss benefits. Health Care and other benefits are shut off while an employee is on a non-medical LOA, so the return to work is a Major Life Event...
employee may need to submit benefits paperwork to make appropriate changes. There is a limited window of time to effect such changes so reaching out right away, upon return, is recommended.

***This is our last Biweekly Briefs, at least for a while***
- July 4th No BWBs – Holiday
- July 18th No BWBs – Terra & Sherri are both out of the office
- August 1st ?? due to HR redesign

***Listen to the BWBs Recording from 7/19/2018 (by 7/18/2019)***
RECORDING LINK: https://us-lti.bbcollab.com/recording/e5a77245d20d41d1a3940b1632de118a

This is a great re-cap of important topics that apply to this time of year:
- HR must receive the fully executed contract letter for the personnel file
  - This time of year we have a lot of new assignments, renewals, etc.
- HOLD until I give “okay” to process AY19-20 On+Off EPAFs (≈July 17, 2019)
- Stuff You Should Know (SYSK) About On/Off EPAFs:
  - The AONC date and AOFFC date should be SUNDAY whenever possible...
    - 11-AUG-2019 is a SUNDAY
    - 10-MAY-2020 is a SUNDAY (Think about it, it’s the first day the employee is in a “Leave w/o Pay w/Benefits” status.)

***Send Employee Contract/Appointment Letters to UAF HR***

**P04.01.060. Contents of Personnel Files**

The information to be contained in the official personnel records of the university will be established by university regulation. These records will be maintained at the employee’s MAU human resources office, or at such place or places as specified at the employee’s MAU human resources office.

**R04.01.060. Contents of Personnel Files**

A. The selection of records to be maintained in the official personnel file will be consistent with federal and state law. Included material should document employment history and directly reflect employment-related events.

Some of those items that directly reflect employment-related events:
- Contract/Appointment Letters
- Job Forms
- Performance Evaluations
- Termination Supporting Documents like Resignation Letters, etc.

It was only about 4 years ago that the official personnel file was a paper folder and the contents were always maintained in a paper format. Starting ≈December 2014, UA began scanning personnel records into *OnBase. *OnBase Enterprise Content Management System from Hyland Software is the official repository for UA records.

Over the years additional HR Doc Types have been created and now nearly all Personnel and Payroll records are maintained in OnBase. There is no need for a Contract/Appointment Letter to be printed on paper unless it is being signed with a wet signature, i.e., the parties to the document write (sign) their names with their own hands upon the paper document by ink pen.
UAF HR must receive a fully executed contract letter for all employees (except for some student employee assignments, but ensure execution of the Student Status Verification for Eligible Employment) to be placed in the employee’s official personnel file.

Submit a copy to our office by ONE of these methods so that the contract letter is placed in the official personnel file, i.e., OnBased...

- Hand delivery with the Hire Packet, i.e., a signed paper version (if a wet signature) along with the paper Form I-9, etc.
- Hand delivery that accompanies a paper Job Form, (if a wet signature) when necessary for back-up of certain personnel changes.
- Rural Sites may upload appointment letters into SharePoint, in lieu of hand delivery.
- Recommended Method: Email to the UAF-Records@alaska.edu
  - Here’s a Tip: Use CC-RECEIVES A COPY after the other parties have executed their signatures in DocuSign for a super easy way to share a copy with us!

IMPORTANT: The UAF Faculty Documentation Site (a Google Site established by the UAF Provost’s office in 2016) is still how departments will submit faculty documentation that must be shared with the Provost and/or Statewide Labor
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Relations; including faculty workloads and evaluations relating to promotion, retention, tenure, and contractual obligations.

Please Note: UAF HR will not be extracting appointment letters from the UAF Faculty Documentation Site, so you will need to share copies of the appointment letter separately using one of the methods outlined above.


***Stuff You Should Know (SYSK) About On/Off EPAFs***

♦ An employee with 26 factors cannot be processed On/Off.
  ➢ You must process an RFTE for factors first if an employee is changing contract length (12 months to <12 months)
  ➢ Only use the On/Off EPAF for regular faculty when the factors equal exactly 19.5
    ➢ If the factors do not equal exactly 19.5 in UAOnline (after you have entered your dates) the Rate & Assign Salary will unintentionally change to pay the faculty’s whole Annual Salary which will result in overpayment to the employee.
  ➢ If you need to do multiple personnel actions for one position/suffix combo, like a Staff (NR or XR) that goes On-Contract, Off-Contract, On-Contract, Off-Contract, and so on...
    ➢ Do these transaction one at a time. Starting with the earliest, submit and wait for this to apply in Banner before initiating the next.
  ➢ The AONC date and AOFFC date should be SUNDAY whenever possible...
    ➢ 11-AUG-2019 is a SUNDAY
    ➢ 10-MAY-2020 is a SUNDAY (Think about it, it’s the first day the employee is in a “Leave w/o Pay w/Benefits” status.)
  ➢ Don’t forget: FN faculty (aka Post Docs) need On+Off EPAFs, too!
    ➢ This process outlines their base 9-month appointment
    ➢ Ensures the employee is back on 010 Regular Earnings
    ➢ AOFFC record is a placeholder until the CONX – Contract Extension paper Job Form is submitted (in the Spring) & processed (in the Spring) to put them on the 290 Earn Code.
  ➢ Don’t do too many transactions at once. UAOnline can timeout and/or behave badly when you are working on mass quantities of transactions.
    ➢ I recommend doing small batches of transactions rather than mass amounts that can stress-out UAOnline.
  ➢ Monitor that your transactions apply to Banner (just like you would monitor a paper Job Form for accurate data entry)
  ➢ Please ask for help instead of guessing.
    ➢ I would much rather take the time to help you successfully accomplish the Paperless Job Process (PJP) versus having to clean-up a mistake times 100.

***EPAF: On+Off (OOCST) – On Off Contract Standard***

♦ EPAF: On+Off (OOCST) – On Off Contract Standard
A job change reason of “AONC” will be applied to the On-Contract effective date record, and a job change reason of "AOFFC" will be applied to the Off-Contract effective date record.
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<table>
<thead>
<tr>
<th>MAU</th>
<th>Standard 9-month Job Assignment Dates</th>
<th>Job Change Reason (JCRE)</th>
<th>Entry Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF</td>
<td>From: 11-AUG-2019</td>
<td>AONC</td>
<td>08/02/2019 (R18 deadline)</td>
</tr>
<tr>
<td></td>
<td>To: 10-MAY-2020</td>
<td>AOFFC</td>
<td></td>
</tr>
</tbody>
</table>

♦ Login to UAOnline: http://uaonline.alaska.edu
Choose the following menus in sequential order:
- Employee Services
- Electronic Personnel Action Forms
- Paperless Job Process (in Mass)
- Job Search

♦ Enter Search Criteria as follows...
  - Status: Any
  - TKL: Ctrl+click to select all of your TKLs
  - ECLS: Ctrl+click to select applicable Ecls (Example–both F9 & FN)
  - JCRE: Any
  - From: MM/DD/YYYY
    - The begin date of the range in which a job might have an effective record (given the selected criteria above).
  - To: MM/DD/YYYY
    - The end of the date range in which a job might have an effective record (given the selected criteria above).
  - As Of: MM/DD/YYYY
    - The date you enter will be used to display job record detail from the most recent effective date record that falls between the specific From and To dates.
  - Use today’s date to return the most recent records in your results
  - Search

♦ Helpful Tip: Process transactions in smaller batches, like 20 at a time (versus doing hundreds at once).
  - We learned this the hard way... UAOnline has been known to crash, or at least appear to have crashed, when processing large quantities of transactions at one time. **If this happens to you, don’t immediately create all new transactions because we don’t want duplicates!**

♦ Select the check box next to the employee’s name, position, and suffix for which you want to create a new job record.
  - It may be more efficient to select groups of employees that will have similar contract change types, On-Contract dates, and Off-Contract dates.
♦ Verify the data entry values for all of the displayed records and make any necessary changes for each employee job record. For each employee job record verify the Type, On Contract Date, Hrs/Pay, Factor, Off or Term Contract Date,
Fund, Orgn, and Percent fields. Make changes as necessary by typing over the default information in the fields.

- **DO NOT** change Hrs/Pay in the EPAF transaction.
  - **DO** submit a paper IFTE or RFTE Job Form before using PJP.

- The magnifying glass to the right of the Job and Suffix field may be used to find more detailed information regarding the job history of that particular employee.

- The magnifying glass to the right of the Labor History field may be used to find more detailed information regarding the labor history changes for that particular employee.

- Select the **Save** button to the right of any record to save just that one record. The page will reload and update the “Saved By” and “Saved On” fields.

- Select the **Remove** button to the right of any record to remove that individual entry. No On/Off Contract transaction will be generated for that entry.

- Select the **Add Lbr** button to add additional labor lines to the record. The lines of labor must equal 100% or you will receive an error message upon submission of the record.

- Select the **Submit** button to the right of any particular record to submit just that one record. The entry will be checked for errors. If errors are found, an error message will be displayed and the field that contains the error will be highlighted for correction. If no errors are found the individual record will be submitted and the entry will be removed from the displayed list.

- Select the **Submit All** button at the bottom of the list of records to submit all entries. All records will be checked for errors. If errors are found, error messages will be displayed and the fields that contain the errors will be highlighted for correction. Those records without errors will be submitted and removed from the displayed list.

- Select the **Save All** button at the bottom of the list of records to save all entries. You can search on saved entries by selecting “Retrieve Saved Data” from the Paperless Job Process (in Mass) menu.

**EPAF Originator Summary**

- Two tabs are displayed on this page: “Current” and “History.”
  - The Current tab allows you to view the status of your submitted transactions that still require action at some level.
    - The Current Tab will display any items which have a Transaction Status of “Waiting” or “Return for Correction.” If a transaction has a status of “Return for Correction,” the transaction was returned by either (1) an approver requesting a correction by the originator or (2) the system, due to data validation error(s).
The History tab allows you to view historical transactions that do not require further action. Transactions will stay on the History tab for six months.

Comments
- The “Comments” link exists for each record and directs you to the Comments page. Two asterisks listed next to the link (**Comments), indicates that comments for the transaction exist. Comments are listed chronologically from newest to oldest on the Current tab and can be added by the originator, an approver, or by the system validation process.
  - If an approver has returned a transaction for correction, the approver’s reason for the return will be included in the Comments section. Access the comments by selecting the **Comment link. You can also view comments by clicking on the employee’s name and scrolling to the bottom of the EPAF Preview screen.

Errors
- This link may also be found in the Links column. Clicking on the Errors link will direct you to the “Errors and Warning Messages” section of the EPAF Preview page. Data validation errors that may require your attention are listed in this section.

Performing Actions on Transactions
- If a transaction has been returned to you for correction, open the transaction by clicking on the employee name. The EPAF Preview page will open. Your choices for each transaction are “Void,” “Update,” or “Add Comment.”
  - Helpful tip: Often voiding the bad transaction, and starting over with a fresh new transaction is the best action to take.

Performing Actions on Transactions
- If a transaction has been returned to you for correction but there are no comments indicating the needed correction, (and you can’t figure out why) contact the “approver” who returned the record to you for clarification on the reason for the return. Click on the employee’s name in the EPAF transactions list on the Current tab to open the EPAF Preview. Scroll to the Routing Queue section. The Queue Status for the person who returned the truncation to you will displayed as “Removed from Queue.”

Error/Warnings
- Pay attention to your “Errors and Warnings Messages” box in UAOnline. Errors may not be displayed upon saving information, but will show in red upon selecting “Submit.”
- Also pay attention to “Errors and Warnings Messages” that can occur as your transaction is en route. Especially if it has not applied to Banner in a timely manner.
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***EPAF Submission Summary E-Mail***

When you’re done... send yourself, or someone else, (like your fiscal officer) a summary of the actions that you submitted.

♦ Login to UAOnline: http://uaonline.alaska.edu

Choose the following menus in sequential order:

- Employee Services
- Electronic Personnel Action Forms
- Paperless Job Process (in Mass)
- **Submission Summary E-mail**

Submission Summary E-mail

This page allows you to send an e-mail containing summary information for Electronic Approvals (EPAFs) that you have submitted.

In the "To:" field below, provide the e-mail address to which you want to send the summary. Additional recipients can be added by clicking the (+) link.

Only one address can be entered per line.

Provide your e-mail address in the "From:" field. If you would like to receive a copy of the sent e-mail, check the "Cc Me:" box.

Select the Approval Categories, and enter the submitted dates for the EPAF(s) you would like to include in the e-mail. More than one Approval Category can be chosen by holding down the Ctrl key while clicking on the categories.

After pressing "Continue," you will have the opportunity to specify which EPAFs to include in the e-mail.

♦ - indicates a required field.

To:*  
From:* tipresdan@aisis.edu  
Cc Me:

Approval Categories:

- OCTF - On Contract Term Funded
- OFFC - Off Contract
- OOST - On Off Contract Standard
- OCTF - On Term Contract Term Funded
- SFA - Student Fall Semester Assignm
- SGA - Student Spring Semester Assignm
- SMA - Student Fall Term Assignm
- SSA - Student Summer Semester Assignm
- SYA - Student Academic Year Assignm

Submitted From: MM/DD/YYYY  
07/19/2018

Submitted To: MM/DD/YYYY  
07/19/2018

♦ AGAIN: Please ask for help instead of guessing.

***Important Deadlines (R18 & R19) to Keep in Mind***

♦ **R18 Personnel Actions due to HR 08/02/2019 Prior to 1:00 PM***

This is an important date to keep in mind because it is when most On+Off EPAFs must be initiated and Sabbatical (Fall or Academic Year) Job Forms must be submitted.

♦ **R19 Personnel Actions due to HR 08/16/2019 Prior to 1:00 PM***

This is an important date to keep in mind because it is when most SMA Continuing Student Job EPAFs must be initiated.
***Biweekly Reminder: 1095C Processing in Progress***
If you spot an employee that has D8HR as both their TKL and Dlevel on PEAEMPL, keep in mind that these employees are “terminated.”

***Biweekly Reminder: Where to Report Banner 9 Issues***
Report general navigation issues to OIT Service Desk: helpdesk@alaska.edu
For HR specific pages, please send those to ua-syhr@alaska.edu
For Finance specific pages, please send those to ua-finsys-dept@alaska.edu

Be sure to always include as much detail as possible, including internet browser, URL, time of day, employee name and UA ID, Position number, Banner Page, action, screenshots of the issue, error codes, etc.

***Biweekly Reminder: How to Contact Us***
Personnel Team – UAF-Personnel@alaska.edu
Payroll Team – UAF-Payroll@alaska.edu
Send Records for OnBasing – UAF-Records@alaska.edu

Do your best to indicate message topics in your email Subject line and include the most vital information in the first sentence of message body. We see this from our In-Box and this helps us greatly to better service you!

*Always include the employee’s legal name (as it appears in Banner) and their employee ID number.