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October 14, 2009

**Issues to Highlight**

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Deluxe health care plan attracts those who have the most need for service. Premiums are not covering costs. M Humphrey expects rates will continue to rise on deluxe plan until it becomes price prohibitive.

New CD for Employees on benefits.

### Training

Access to Skill soft training has been approved for volunteers and employees in layoff status.

Student Wages discussion (See Board Council note)

Discussion regarding the need for conduction reference checks when considering hiring an employee previously employed at the university.

TOAD- replacement for data browser, HR staff is receiving training

## Cell phone policy

Proposed draft cell phone policy needed to comply with IRS standards and to determine who authorizes cell phone allowances. Discussion on implementation and who approves. Action postponed until November meeting.

## **Exhibit**

This committee is meeting regularly working on developing a consistent performance evaluation tool to be used throughout UA

# University of Alaska

## ITEC Discovery Proposal for

### Electronic Timesheets – Web Time Entry Using Banner Employee Self-Service (UA Online)

#### EXECUTIVE SUMMARY

This proposal explores the risks, resources, costs, impacts and collaborations necessary to implement the existing web-time entry module in Banner. Web time-entry has been available in Banner since 2004 through Banner Employee Self Service (BESS) which powers UA Online and is part of our current Banner package. This proposal recommends implementing web time entry with a control group, such as MAU Administrative Services divisions, before implementing system-wide. This proposal is promulgated by UAF Vice-Chancellor for Administrative Services Pat Pitney.

#### Purpose

*Please provide a clear purpose statement in a brief form. Refer to guidelines document for the evaluation criteria of proposals.*

*What will this project do for the university?*

*What are the intended outcomes of this project?*

*What are the existing problems that will be mitigated by this project?*

*What is the planned discovery phase completion date?*

*What is the planned project initiation date?*

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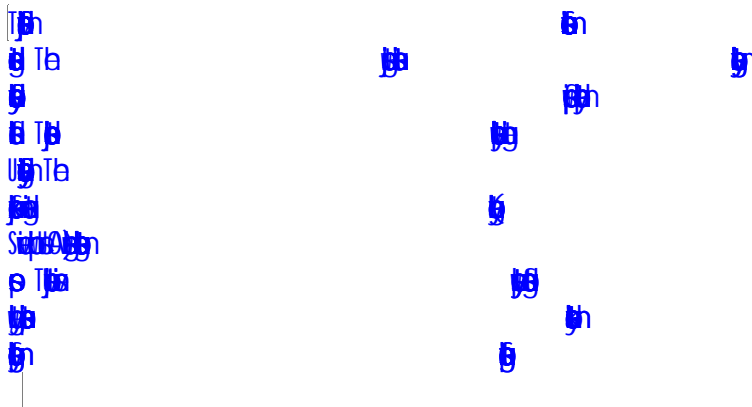
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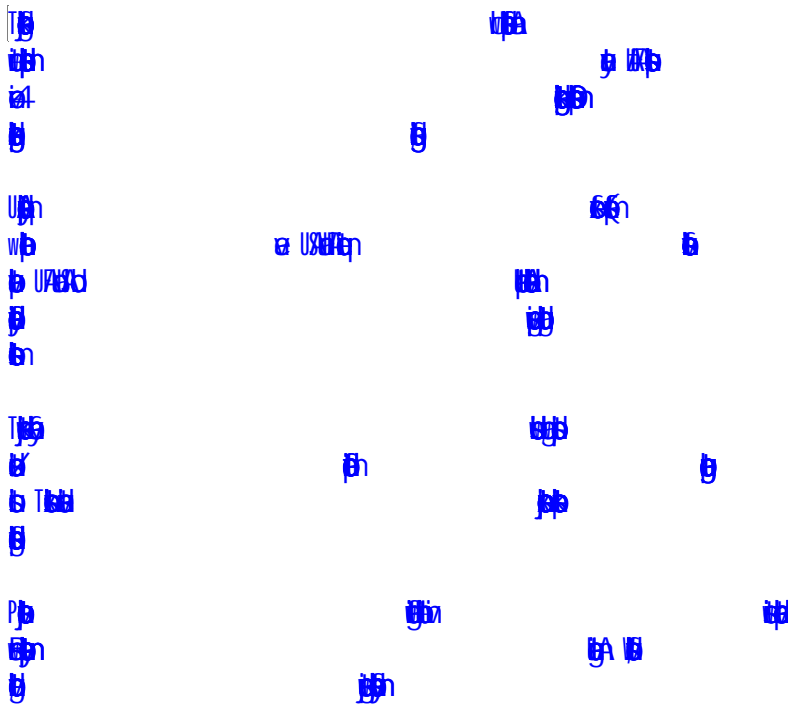
### Strategic Plan Alignment

*How does this project align with the following:*  
 UA and MAU Strategic Goals  
 State Needs  
 Educational Programs  
 Technology & Facilities  
 Students  
 Research  
 Faculty & Staff  
 Alignment with Business Processes and IT



Risk

*Consider risk associated with doing the project and not doing the project.*



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## Make or Buy Analysis(

*Address associate risks – if external identify point of transition and cost to user at transition*

*Are resources available*

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Has this proposal been reviewed by the appropriate system-wide Executive





