

Administrative Services Bulletin: – Friday October 30, 2009)
By Kris Racina, Director, UAF HR

What's new or completed? Pooled Recruitments and Soft Closure Update.

Recruitment--UAF HR has streamlined processes to allow for pooled recruitments of temporaries, adjuncts, post-docs and students. HR has been communicating these changes to PPAs and departments for several months now. Guidance on the pooled recruitment steps is available on the HR website at <http://www.uaf.edu/uafhr/recruitment/>.

HR Consultants can assist and advise hiring managers, hiring committees and departments in working through the process to ensure a legal and justifiable pooled hire, just give us a call at 474-7700.

Soft Closure-Payroll Effects—Departments who elect to close or reduce hours on December 21-23 may experience payroll challenges unless coverage is assigned for the normal payroll review at the department level. Department PPAs (or a designee) should review the Vista Plus “phrprog” report available on December 22 for payroll errors. **This will be the last chance we have to identify and correct payroll errors before calendar year end due to soft closure, holidays and normal winter closure.** The HR payroll group will be working during soft closure to assist departments with payroll corrections.

HR is communicating these payroll considerations directly to PPAs and other department personnel. We are asking for supervisory assistance to make sure your department has adequate payroll coverage during soft closure. HR will not be able to adjust for overpayments made in payroll run 27 (R27) so departments will have to absorb the cost of those errors if they are not caught in the December 22 review. Help HR help you! Please make sure your department payroll is reviewed during soft closure.

If you have additional questions or require assistance, please contact Becky Conner, UAF HR Payroll Supervisor, at rpconner@alaska.edu.

What's next?

HR is examining data on departments' late submission of payroll and personnel forms. We know that department staff make every effort to get paperwork in on time, but despite those efforts, we in HR frequently receive paperwork that was due days or weeks earlier. Late paperwork adversely impacts department employees--who may not receive full pay or may not be paid at all due to late data entry--and is a source of frustration for department employees and staff as well as HR. Many of our deadlines are non-negotiable because of Banner system requirements but we feel there are many areas where we can partner with departments to solve this challenge.

Our consultants will be talking with department staff to identify solutions to meet the required payroll and personnel deadlines. We also want to understand how our HR processes affect your department so we can implement improvements.

Over the next weeks and months, HR will continue to examine its work processes to bring new efficiency to our campus.

For more information on the contents of this news release, contact UAF HR at 474-7700.