Date: 4/29/14

Time: 1:00 PM – 2:30 PM

Subject: Summary of Meeting with HR, Payroll, and IT regarding Work Schedule via the employee portal

Attendees: Antonio Bangloy (AB) , Jean Su (JS), Betty Zhao (BZ), Richard Lee (RL), Cynthia Hoover (CH), Joanne Franco (JF), and Nerissa Uiagalelei (NU)

Per a conversation and request from James P. Czaja (JPC), VP, Human Resources, the group reconvened to discuss updated requests for the Work Schedule tracking in Banner.

JPC meeting with NU informed NU that it'd be ideal to have managers enter work schedules via the employee portal (myportal.mtsac.edu).

The group discussed a proposed data implentation of the work schedule tracking as follows:

PROPOSED PHASE 1

- James P. Czaja, VP, Human Resources will send an initial notification and request for all managers to enter assigned staff (Classified, Confidential an Supervisory employees) work schedules in Banner via the myportal.mtsac.edu website (employee portal) with a specified due date.
- Upon completion of work schedule input, HR staff will audit data using Argos reports.
- HR staff to work with individual managers if any questions arise based on submitted data.
- HR audit will be used to confirm and/or identify employees working in shift differential eligible shifts and ensure that employees work schedules are in alignment with current legal statutes.

PROPOSED PHASE 2

- Work schedules will be released to all staff, Classified, Confidential and Supervisory employees to review their current scheduled, as provided by their manager, via the employee portal.

- Employee may acknowledge their work schedule and/or comment if there is a discrepeancy. Any comments submitted will send notification to HR to review the said employee's work schedule.

PROPOSED PHASE 3

- On-going maintenance of work schedules will continue. In the event a manager must change an employee's schedule he/she may submit the work schedule proposed change via the employee portal.
- HR will receive notification of a pending work schedule change and review the work schedule submitted.
- HR will approve and request a "Employee Change of Status" form as formal documentation of the work schedule, from the requesting manager, and update the work schedule so long as it is in alignment with the current statutes such as Labor Code and the current collective bargaining agreements.

- HR will propose dates for an annual audit of work schedules and include this on the HR Calendar for annual events and auditing purposes.

- A annual audit will be conducted by HR staff going forward.

Human Resources' Homework

- Submit revised Banner Enhancement Request form to I.T. , attention Antonio Bangloy, with the request for Work Schedule via the employee portal.

Ideas were discussed to ensure the entry of information is as user friendly as possible.

- HR will provide IT with the most common work schedules for staff e.g. Monday to Friday, 7:30 AM – 4:30 PM, 8:00 AM – 5:00 PM, etc. based on a two-week work week.
- Once "Prototype" is created, HR to create guidelines for work schedule reporting for end users.

IT's Homework

- IT will create a prototype of the work schedule area in the portal (APEX). The prototype will include radio buttons to select start and end times of staff and selection boxes for days of the week.
- HR will be set up to receive notification of submitted work schedules for review and approval via the employee portal.

SAMPLE E-MAIL NOTIFICATION: WORK SCHEDULE REQUEST

DRAFT

SUBJECT: Annual Verification of Employees' Work Schedules

Dear *Manager*,

Human Resources is in the process of adding employee work schedules to the employee portal. We are asking that you review and validate the work schedules of your Classified, Confidential, and Supervisory staff so that the information is accurate.

To report your staff work schedules please go to the employee portal at myportal.mtsac.edu and follow the attached instructions. The information provided will be used for reporting and auditing purposes by Human Resources. Please be aware that this is for record keeping purposes only. If you need to change an actual work schedule of an employee, please do so through an employee status change form.

We appreciate your time and ask that you provide your employees' schedules no later than_____. Please contact _____, at ext. ____, should you have any questions or concerns regarding this matter. Thank you in advance for your cooperation!

Kindest Regards,

James P. Czaja
Vice President, Human Resources