

HR Updates to Communicate  
as of 4/20/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: <http://alaska.edu/hr/whats-new-at-statewide/index.xml>.

**Learning Management System**

Required training is now available through MyUA. A communication was sent out March 30th outlining the employee required mandatory training, frequency, and introduction to the learning management system through MyUA. Not all mandatory training completion dates have been migrated to the MyUA platform. We are asking employees to check their completion dates after May 1st. If any mandatory training that has been completed is not listed, please contact your campus HR office.

Other training records, including those required by work location or job function, will be added in the future.

Requests for additional training courses to be deployed through myUA should come from the functional department that is responsible for the training content. Those requests \_ M



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Update as of 4/17/18: FTO Cash-In is now available to UNAC faculty. UAFT faculty transitioning to UNAC will be eligible for benefit in FY19. Faculty must submit form by May 1st to ensure an eligible cash in request can be processed by their last paycheck of the faculty contract period. [FTO Cash In Form](#).

### **Student Wages Meeting Minimum Wage**

President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of \$9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

### **Employee Tuition Waiver Changes**

The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.

Update as of 4/20/18: The new forms and text reflecting the regulation changes are posted on the [tuition waiver website](http://www.alaska.edu/benefits/tuition-waivers/) (<http://www.alaska.edu/benefits/tuition-waivers/>). HR will communicate the changes in the Statewide Voice and the universities will communicate to their employees.

### **Removal of Transition Steps from Temporary Salary Schedule**

Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

### **Changes to Staff Benefit Charges**

Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

### **ACA Compliance**

The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.

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