

# Human Resource Administrative Review

## Status Report for January – March 2015, Issued April 2015

### Contents

- Executive Summary
- March - April Status Report

### Executive Summary

The HR Administrative review incorporates three major components: A collaborative HR governance structure, a move to strategic HR, and a change to the HR service delivery model for optimum service delivery. The expectations set within the Phase 1 Project Plan have been met. Phase II implementation is underway and will continue to be re-evaluated for relevance, timing and effectiveness to ensure that all activities support the overall goals of the Administrative Review.

Savings Target for FY '15 – \$120,000

Accomplishments for 3rd quarter FY'15:

- The Human Resource Labor and Employee Relations Center of Excellence was established. The function has been staffed with 2 full-time resources and one part-time resource. There is currently one open position to be filled prior to the start of FY'16
- Labor relations database development was completed and the tool is currently in use by the Labor and Employee Relations Team.
- Automation of the retirement process has been developed and is currently in the testing phase.
- The contract for an Applicant Tracking System has been finalized and an implementation team has been created.
- Established the Compensation Center of Excellence and staffed with one full-time resource.
- Developed and implementing a shared payroll services model with UMFK and UMPI
- Implementing a shared payroll services model with USM and UMA
- Continued Strategic HR Communication and Education meetings at campuses to include:
  - UM
  - UMPI
  - UMM
  - USM
  - UMA

Expectations for 4th Quarter FY'15:

- Payroll project will continue to gain efficiencies
- Applicant Tracking System will be implemented at all Universities
- Dependent Audit will be implemented
- Continue Strategic HR Communication and Education