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 4th quarter FY’15:

- Staffed key COE positions, HR Project Manager and HR Communications Manager.
- Healthcare dependent eligibility audit kicked off May 15th. Estimated completion date October 1, 2015. Estimated savings $75,000/year
- An automated retirement tool was built and implemented July 1st. This tool reduces the labor hours required to process a retirement. It also provides the ability for a potential retiree to model out their retirement for better decision making. Estimated savings TBD.
- Kicked off a project to outsource employment verifications. This project will reduce the labor hours required to process employment verifications. Estimated saving TBD.
- Continued with the implementation of Hire Touch applicant tracking system. Estimated go live August 11th. Savings will be realized from decreased labor requirements. Savings TBD.
- Automated and implemented benefit billing function for employees on leave of absences. Savings will be realized from decreased labor requirements. Savings TBD.
- Initiated an RFP for dental, vision, and EAP coverage. Contract to be awarded in July 2015 with effective dates of January 1, 2016. Estimated savings $300,000/year.
- Held a system-wide HR staff meeting in June in preparation for the move to a system-wide HR model.

Expectations for 4th Quarter FY’15:

- Implementation of employment verification tool Work Number
- Equal Opportunity and Talent Acquisition COE projects kicked off
- Payroll workflow project will be kicked off
- Staffing of HR campus leaders
- Integration of campus HR staff into system-wide HR model
- ACA project kickoff
- Complete staffing in the Labor Relations Center of Excellence