Quarterly Budget Officers Meeting

APRIL 2016
FINANCE & OPERATIONS, CONTROLLER'S OFFICE
Today’s Agenda

I. TIER & Shared Services (Dani Weber)
II. HR Task Force (Cheryl Reardon)
III. Universal Workflow & Office Routing (Mike Kaplan, Ed Hill & Sam Schrup)
IV. FY17 Budget (Susan Klatt & Terry Johnson)
I. Updates (Selina Martin)
  ♦ EFR Summary Reports
  ♦ Chartfields/WhoKey Application
  ♦ Cash Handling Training Compliance
<table>
<thead>
<tr>
<th>Org</th>
<th>Status</th>
<th>Go Live</th>
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<tbody>
<tr>
<td>Office of Vice President of Research</td>
<td>Complete 2 volunteers for 4 positions</td>
<td>2/1/16</td>
</tr>
<tr>
<td>College of Law</td>
<td>4 Volunteers for 2 Positions - Selection in progress</td>
<td>6/1/2016</td>
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<tr>
<td>College of Nursing</td>
<td>USS Staff selected 2 volunteers for 2 positions</td>
<td>6/1/2016</td>
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<tr>
<td>College of Public Health</td>
<td>5 Volunteers for 4 positions</td>
<td>6/1/2016</td>
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<tr>
<td>Provost, U College</td>
<td>USS Staff Selected - 4 volunteers for 4 positions.</td>
<td>6/1/2016</td>
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<tr>
<td>College of Dentistry</td>
<td>USS Staff selected 3 volunteers for 4 positions</td>
<td>8/1/2016</td>
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<tr>
<td>College of Education</td>
<td>USS Staff selected 2 volunteers for 3 positions</td>
<td>8/1/2016</td>
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<tr>
<td>Athletics</td>
<td>Reviewing Eligibility and Transactions</td>
<td>8/1/2016</td>
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<tr>
<td>College of Business</td>
<td>Volunteer Period Open</td>
<td>8/1/2016</td>
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<tr>
<td>College of Engineering</td>
<td>Volunteer Period Open</td>
<td>8/1/2016</td>
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<tr>
<td>President, Strategic Communication,</td>
<td>One on One meetings scheduled</td>
<td>8/1/2016</td>
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<tr>
<td>General Counsel</td>
<td></td>
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<td>CLAS</td>
<td>TIER leadership team meeting and Dean's office meeting, 3/29 advisory board meeting.</td>
<td>8/1/2016</td>
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USS Implementation Facts

✓ 12 of 20 Orgs are in process – 60%
✓ 25 volunteers for 26 positions – 96%
✓ 5 positions filled by Org selection
✓ 3 Colleges with more volunteers than positions
HR Task Force

CHERYL REARDON
OFFICE OF VICE PRESIDENT OF RESEARCH (OVPR)
Talent@Iowa

Strategic Opportunities & Priorities for Human Resources

Cheryl H. Reardon
cheryl-reardon@uiowa.edu
Charge

To assess and make recommendations for the strategic direction and priorities of the centralized human resource functions and services supporting the University of Iowa and UI Health Care:

• Based upon broad campus input, review and evaluate the effectiveness and efficiency of central human resources function (University HR, Health Care HR, Faculty HR) and compliance functions.
• Identify areas of redundancy and duplication of services to improve efficiencies and maximize resources.
• Assess and recommend an appropriate organization, structure, and scale of operations for the coordinated human resources roles necessary to meet the diverse needs of campus stakeholders.
• Identify human resources strategies to increase and support the diversity and inclusion of faculty, staff and students.
• Recommend strategies for engaging human resources in the University's teaching, research, service, and health care missions.
### Talent@Iowa

#### Membership & Timeline

**Estimated Timeline**

<table>
<thead>
<tr>
<th>Planning Phase</th>
<th>Feb 2016</th>
<th>Committee &amp; Charge</th>
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<tbody>
<tr>
<td>Discovery phase</td>
<td>March to June 2016</td>
<td>Benchmarking, External Review, Stakeholder Meetings, Town Hall Meetings</td>
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<td>Recommendations</td>
<td>July 2016</td>
<td>Report delivered</td>
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<thead>
<tr>
<th>Chair</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Cheryl Reardon</td>
<td>Senior Assistant Vice President</td>
<td>Research &amp; Economic Development</td>
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<tr>
<td>Kevin Ward</td>
<td>Interim Vice President &amp; OT</td>
<td>University Human Resources</td>
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<tr>
<td>Jana Wessels</td>
<td>Associate Vice President</td>
<td>Health Care Human Resources</td>
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<tr>
<td>Terry Johnson</td>
<td>Chief Financial Officer &amp; OT</td>
<td>Finance &amp; Operations</td>
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<tr>
<td>Angelique Johnson</td>
<td>Faculty HR Director</td>
<td>Provost Office</td>
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<tr>
<td>Jamie Jorgensen</td>
<td>Deputy General Counsel</td>
<td>General Counsel</td>
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<tr>
<td>Chuck Wieland</td>
<td>Administrator, CLAS</td>
<td>Staff Council Representative</td>
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<tr>
<td>Greg Stewart</td>
<td>Professor, TCOB</td>
<td>Faculty Senate Representative</td>
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<tr>
<td>Jennifer Modestou</td>
<td>Director</td>
<td>Equal Opportunity &amp; Diversity</td>
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<tr>
<td>John Keller</td>
<td>Dean</td>
<td>Graduate College</td>
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<tr>
<td>David Moser</td>
<td>Assistant Dean</td>
<td>CCoM – Faculty Affairs</td>
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<tr>
<td>Kendra Malone</td>
<td>Diversity Resource Coordinator</td>
<td>Chief Diversity Office</td>
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<tr>
<td>Jan Waterhouse</td>
<td>Senior HR Rep</td>
<td>Engineering</td>
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<tr>
<td>Alan Reed</td>
<td>Professor</td>
<td>Surgery</td>
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<tr>
<td>Joni Troester</td>
<td>Interim Assistant VP</td>
<td>University Human Resources</td>
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<td>Keith Clasen</td>
<td>HR Director</td>
<td>Health Care Human Resources</td>
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<tr>
<td>Laura McLeran (Ad-Hoc)</td>
<td>Associate Vice President &amp; OT</td>
<td>Office of the President</td>
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<tr>
<td>Rod Lehnertz (Ad-Hoc)</td>
<td>Senior Vice President &amp; OT Chair</td>
<td>Finance &amp; Operations</td>
</tr>
<tr>
<td>Mia Gimenez</td>
<td>Administrative Support</td>
<td>University Human Resources</td>
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Talent@Iowa & TIER

The HR Taskforce is complementary to the TIER Process

✓ Talent@Iowa focuses on Central HR Functions (University HR, Health Care HR, Faculty HR and compliance)

✓ TIER HR-01 focuses on the distributed HR functions in colleges or organizations (i.e., HR Unit Rep, Senior HR Rep, etc.).

✓ UI Health Care was not included in the TIER HR Initiative but has undergone three efficiency reviews since 2007 including a UI Health Care Committee review that concluded in 2015.
How you can help

Participate in.....
• an upcoming survey about the HR Functions
• attend a Town Hall meeting or focus group
• contact me or another member of the committee

Questions to think about.....
• What are the strengths of the centralized HR functions in supporting the mission and goals of the UI?
• How could these centralized HR roles be improved?
• What are the barriers to making the centralize HR roles more effective?
• Should additional HR functions/services be centralized and/or should additional HR functions/services be decentralized?
• Where are there opportunities to leverage existing HR resources to be more effective and/or gain efficiencies?
Questions

Discussion
Universal Workflow & Office Routing

ED HILL, MIKE KAPLAN, SAM SCHRUP
ITS (INFORMATION TECHNOLOGY SERVICES) & HRIM (HR INFORMATION MANAGEMENT)
Universal Workflow
Office Routing

Sam Schrup, Mike Kaplan & Ed Hill
UI Workflow Routing

- Every form had the same route
- Each office was required to maintain an Approval Group for every form
- Could result in dozens of Approval Groups that are exactly the same
Universal Workflow Routing

- Routes are no longer bound to the “Sub-Department, Department, Org” routing
- Forms can route to Individuals, Roles, Positions, or Offices (a.k.a orgs, departments or sub-departments)
- Not all forms will route to your office
Universal Workflow Routing

Bluth, Michael

Austero, Lucille

Org

Budget Officer

Position #1111

HR Rep

Budget Officer

DEO

Bluth, Michael

Department
What does this mean for you?

- No longer need to setup Approval Groups (a.k.a. Office Routes) for each form
- Only need to setup office routes for forms that will actually route to your office
- Don’t worry… Workflow makes this easy
Who Can Change The Route?

- ONLY the Form Owner can change the overall routing of the form.
- Office Admins / Route Editors can determine who can view / sign the form only for their Org / Dept / SubDept [Red].
- Office Admins / Route Editors can not change or remove any individuals, roles, or positions on the form route [White].

HR Representative
↓
Department
↓
Austero, Lucille
↓
Budget Officer
↓
Org
Workflow Office Routes

- Approval Groups no longer used
- Replaced w/ the following concepts
  - Opt-Outs
  - Custom Office Routes
  - Default Office Routes
Opt Outs

• No signatures needed from your office for a particular form

• The same as not setting up an Approval Group for a form

• Form would instantly go to the “next stop” of the form route

• Example: Absence Requests at the Department & Org
Custom Office Routes

- Most similar concept to Approval Groups
- Ability to define a route for each form that routes to your office
- Route to people, positions or roles (HR Rep, Budget Officer etc.)
- Each route can have up to 3 stops
  - Allows you “stair step” the approval process
- People can receive the form after others have signed it
Default Office Routes

- Used if a form doesn’t have a Custom Office Route or Opt Out
- The “catch-all” for new forms
- Can also route to people, positions or roles and have up to 3 stops
What does this mean for you?

- No longer need to setup Approval Groups for each form (yay!)
- Routes can better represent actual business rules
- Less time maintaining Workflow rules for your Department or Org
UI Workflow is Still in Use

- You will still need to maintain Approval Groups for forms that use UI Workflow (sorry!)

- UI Workflow forms are being converted to Universal Workflow forms

- Once conversion is complete, UI Workflow will be decommissioned and you will no longer need to maintain Workflow rules in two systems
Demo of Universal Workflow Office Routes
FY 2017 Budget

TERRY JOHNSON, UNIVERSITY CHIEF FINANCIAL OFFICER & TREASURER
SUSAN KLATT, DIRECTOR OF FINANCIAL MGT/BUDGET & UNIVERSITY SECRETARY
Thank you for coming today!

Next Meeting:
June 1, 10:00-12:00
S401 PBB