

**University of Washington**  
**Faculty Council on Benefits and Retirement**  
May 23<sup>rd</sup>, 2016  
2:30 pm – 4:00 pm  
Gerberding 26

**Meeting Synopsis:**

1. Call to order
  2. Review of the minutes from February 22<sup>th</sup>, 2016 & from April 25<sup>th</sup>, 2016
  3. Benefit Comparison Update
  4. HR/Payroll Modernization Program Update
  5. Good of the order
  6. Adjourn
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**1) Call to order**

The meeting was called to order at 2:30 p.m.

**2) Review of the minutes from February 22<sup>th</sup>, 2016 & from April 25<sup>th</sup>, 2016**

The minutes from February 22<sup>nd</sup>, 2016 were approved as amended; the minutes from April 25<sup>th</sup>, 2016 were approved as written.

**3) Benefit Comparison Update**

In relation to the council's ongoing Benefit Comparison Chart project, Siegel explained that work on the project would be postponed until CUPA (College and University Professional Association for Human Resources) data is available, as a benefits survey was recently broadcasted across a wide range of institutions that will be of use. The data will be available at the end of June, he explained, and the UW Ph.D. student designated to help with the project will be available to continue work in the summer.

Siegel explained he plans to be on sabbatical for part of the coming year, and Charles Chamberlin will serve as proxy chair during this period. There was a request that any objections relating to Chamberlin serving as proxy in this capacity be expressed at this time; no objections were heard.

**4) HR/Payroll Modernization Program Update**

Aubrey Fulmer (Executive Program Director, HR/P Modernization Program), Wendy Rittreiser (Benefits Implementation Project Manager, HR/Payroll Modernization), and Sherry Steinaway (Director, HR/Payroll Modernization) were present to give a progress update to the council on the ongoing HR/Payroll Modernization Program at the UW.

Fulmer explained the program, once completed, will allow paperless functionality relating to benefits transactions at the university. By the time of launch, the main goal will be to have UW employee pay and benefits information implemented and ready to access by employees.

It was noted implementation of the new HR system may be disruptive to the UW community, as the largest transformation relates to the completely new user interface (Workday) to access employee pay and benefits information, and most UW employees will not be familiar with the new layout. Whereas a casual user may not have too much difficulty transitioning, a new faculty member at the UW will require a greater knowledge of the system to get all of the initial pieces of their benefits in order.

Fulmer explained a revised timeline (extension) was defined for the project and approved by the UW Board of Regents (BoR) this month. The system is now scheduled to go live in June of 2017.

Rittereiser gave a brief demonstration of the Workday interface as it would be shown for a new UW employee. She noted Workday calculates benefits eligibility based on the job type granted, and a list of benefits appears within the interface after the new user has been identified, allowing for one to select varying elements of their package as they progress through the dashboard. After a question, Rittereiser explained an employee can go through this process in Workday only once they have been officially hired, and not before that time. She clarified that insurance coverage may begin from the employees' first date of eligibility. Workday also includes the functionality to send automatic emails to employees when they an update in their profile requiring their attention. Employees may also upload supplementary benefits documentation directly into Workday (though a mail-in option is still available at the university), as opposed to sending this information to the UW Benefits Office. Rittereiser also gave a demonstration of the process to add a child as a dependent in Workday.

#### *Questions*

It was noted the UWRP Optional Period of two years to sign up for a retirement plan at the UW will still be in effect. That is not related to the Workday implementation.

After a question, it was noted altering health savings account contributions online will be possible through Workday (it currently requires submission of a form).

Steinaway explained teams will be launched to aid with implementation of Workday within departments, in order to ease the initial transition.

A member asked if retired UW employees will be included in the benefits system overhaul. It was noted post-retirement elements of the project are still in development. Dwyer explained that the UW Benefits Office would still be available to help retired employees after Workday is implemented, as it has in the past. It is not clear if retirees will have direct online access, since only those receiving a UWSRP pension might have a need for Workday access. She commented that having a modern HR system will be an extremely positively shift for the university, and specifics about retiree access have yet to be decided.

A member questioned if a faculty member will be responsible for managing their own workers' information in Workday. The answer was not necessarily - another HR or finance position in the department could do this depending on departmental decisions; the faculty member may only need to check information for accuracy, as they do currently.

It was noted the Health Care Authority's (HCA) processes for smoking attestation and other attestations relating to health insurance are complex, and there may be a "workaround" incorporated after Workday is implemented.

The council thanked the guests for presenting, and they left the meeting.

#### *UW HR website overhaul*

Thomas Thorpe (Associate Director, Web Development, University Marketing and Communications) was present to showcase the new UW Human Resources website, as well as changes made to the UW Benefits Office website. He noted part of the restructure of the HR website relates to university branding, though the navigation structure of the site was also largely revamped to increase user-friendliness.

Thorpe noted analytics show that external traffic to the website is most interested in UW job openings, so that part of the website has been much more explicitly listed on the left of the menu bar. Kornberg (president's designee) explained this part of the website is for UW professional and classified staff, not for faculty or academic personnel, after a question. A special webpage for HR-related forms has been added, and there is also a list with all other HR-related university offices listed (with links to those).

There was a question if the Academic HR website is also linked from this website; Thorpe explained it is not currently, but the feature will be added given the recommendation.

#### *UW Benefits Office website overhaul*

Thorpe then navigated to the UW Benefits website. He explained that in listening to users, there was criticism that the website was too dense and overly convoluted. After the restructure, more "white space" has been incorporated. An additional focus of the restructure was based in adding imagery to better represent available online resources. Moreover, the website also now includes a "Featured" portion, which gives information based on relevant benefits events that are ongoing. The new website will go live in July 2016.

Dwyer noted that information on retirement plans such as PERS 1 and the UWSRP were not removed from the website as part of the restructure, and are still accessible via a menu asset titled "Plans Closed to New Members."

The ability to register for benefits-related seminars continues to be offered as it has in the past.

A menu tab titled "Life Events" has been added to the website, which includes information on joining a credit union, home loans, financial education seminars, and more.

The council thanked Thorpe for the presentation. It was noted there are mobile and tablet versions of the website.

#### **5) Good of the order**

It was noted Carol Diem would be invited during fall of 2016 to give the council an update on the state of tuition waivers at the university.

#### **6) Adjourn**

Siegel adjourned the meeting at 4:00 p.m.

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*Minutes by Joey Burgess, jmbg@uw.edu, council support analyst*

**Present:**                   **Faculty:** Robert Breidenthal, Gowri Shankar, Stephan Siegel (chair), Susan Spieker, Iulia Metzner  
**Ex-officio representatives:** Thom Deardorff, Casey Gifford, Charles Chamberlin  
**President's designee:** Mindy Kornberg  
**Guests:** Katy Dwyer, Wendy Rittereiser, Aubrey Fulmer, Sherry Steinaway, Thomas Thorpe

**Absent:**                   **Faculty:** Russel Fernandes, John Mittler, Tom Dodson  
**Ex-officio representatives:** N/A