

The Survey (rename) is presented to your audience as 1 question set(s) Normal

Part 1 Use the [survey control panel](#) to manage the broadcast sequence.

This part is called: " "



UNIVERSITY OF CALIFORNIA

Office of the President

Contact Name
Organization

This on-line survey was implemented to collect ideas and comments from UC employees & enhancements to our current HR information systems. *As a user of H/R data and/or system, about special system needs that may apply at your campus or medical center are IMPORTANT* comments gathered by this process will be reviewed by the requirements team. Please let ideas - your opinion counts!

For rating scale questions: 1 = 'NOT important' >>> 5 = 'Mandatory'

Please help prioritize enhancements for HR employee data.

Basic employee data varies in importance depending upon the HR processing function. **Rate the** each group of employee data shown below as it applies to your work process.

1. General Faculty and Staff Employee Info

Please use this scale for the following questions:

« 1 Not important Mandatory 5 »

Maintain multiple addresses including history for employees:

1 2 3 4 5 No c

- Home address
- Mailing address
- Campus address
- Department address
- E-mail address(es)

Record background check information:

1 2 3 4 5 No c

- Identify positions requiring background check
- Retain background check data:
 - Date of background check
 - Type of background check
 - Agency conducting check

Maintain AA/EEO data: 1 2 3 4 5 No c

- Employee demographic information
- Federal Occupation Code (FOC)
- Job family
- Job group(s)

Maintain appointment data including history: 1 2 3 4 5 No c

- Action (appointed/separated)
- Date
- Title code
- Title name
- Working Title
- Committee or Program Title(s)
- Funding source
- Appointment term

« 1 Not important Mandatory 5 »

Maintain license, and certification information: 1 2 3 4 5 No c

- Type
- Date acquired
- Granting institution
- Certification renewal date(s)

Maintain awards and honors information: 1 2 3 4 5 No c

- Type
- Date acquired
- Granting authority
- If monetary award, the \$ amount

Maintain degree and academic/research specialty information: 1 2 3 4 5 No c

- Degree(s)
- Academic department
- Date conferred
- Granting institution
- Research specialty(ies)

« 1 Not important Mandatory 5 »

Maintain employee/faculty biography and bibliography information: 1 2 3 4 5 No c

- Biography
- Bibliography

Track concurrent assignments and relationships: 1 2 3 4 5 No c

- Multiple appointment(s)
- Multiple bargaining unit representation
- Interdisciplinary/interdepartmental project responsibilities
- Multiple Jobs

Maintain employee performance evaluation information: 1 2 3 4 5 No c

- Type of evaluation
- Date of evaluation
- Date of next review
- Reviewer
- Rating
- Support multiple rating scales
- Provide evaluation on-line
- Workflow enable process to pass review to each level of review and signoff

Maintain employee training information: 1 2 3 4 5 No c

- Employee training requests/training plan
- Type of training received/history
- Training Provider(s)
- Date(s) of training received
- Cost of training
- Workflow enable process to request and approve training

Maintain employee skills/knowledge/abilities data: 1 2 3 4 5 No c

- SKA type
- Level of proficiency
- Provide for self identification
- Provide for manager/other evaluation of SKAs
- Retain history of evaluation

« 1 Not important Mandatory 5 »

Maintain visa/permit information for non-US citizen data: 1 2 3 4 5 No c

- Visa type
 - Status
 - Date issued
 - Expatriation date
 - Issuing authority
-

Maintain employee health data (for JCAHO): 1 2 3 4 5 No c

- Physicals
 - Shots
 - Impairments and physical limitations
 - Ongoing medical Checks
 - Exposure tracking
-

Record non-English language abilities: 1 2 3 4 5 No c

- Language(s)
 - Overall Fluency
 - Ability to Speak
 - Ability to Write
-

Use this space for comments about the above set of General Faculty and Staff Employee Data, or that a specific data enhancement/requirement for this area is missing.

To tabulate results properly, we need a few facts about your current

Which employee group do you primarily support?

At which of the following locations do you work?

- | | | |
|--|--|---|
| <input type="checkbox"/> Berkeley | <input type="checkbox"/> Davis | <input type="checkbox"/> Davis Medical Center |
| <input type="checkbox"/> Irvine | <input type="checkbox"/> Los Angeles | <input type="checkbox"/> Irvine Medical Center |
| <input type="checkbox"/> San Diego | <input type="checkbox"/> Riverside | <input type="checkbox"/> Los Angeles Medical Center |
| <input type="checkbox"/> UCOP | <input type="checkbox"/> San Francisco | <input type="checkbox"/> San Francisco Medical Center |
| <input type="checkbox"/> Santa Barbara | <input type="checkbox"/> Santa Cruz | <input type="checkbox"/> San Diego Medical Center |
| <input type="checkbox"/> Other | | |

How long have you been employed in UC Human Resources?

How much time do you think you spend during an average day interacting with H/R information computers?

Approximately how many separate HR systems do you access in a typical week?

How would you grade the current H/R system's ability to meet your needs?

- A - Awesome
- B - Better than average
- C - Could be better
- D - Definitely needs to improve
- F - Fix it, it's broken

Which area of HR information processing do you think should be the highest priority for enhancement?

Use this space to explain your selection in a few words...

Thanks for completing Section One. Now you have an option...

If you have expertise in one or more of the following special topic areas, your additional help to further identify any unique requirements for your location.

To continue, click one of the choices below...

Special Topic Questions...

- [General Position Info](#) - 4 questions, 1 minute.
- [Employee and Labor Relations](#) - 7 questions, 2 minutes.
- [Time & Attendance](#) - 5 questions, 2 minutes.
- [Compensation](#)- 3 questions, 1 minute.
- [Benefits](#)- 2 questions, 1 minute.
- [Recruitment & Applicant Tracking](#)- 10 questions,3 minutes.

...or, go to the end of the form to submit responses.

2. General Position Information (4 questions)

Maintain organizational and working relationships data: 1 2 3 4 5 No c

- Reports to (Person)
 - Reports to (Position)
 - Positions reporting to
 - People reporting to
-

Maintain job description/title code: 1 2 3 4 5 No c

- Title code
- Title history
- Job family information
- Represented/Non-Represented
- Link to electronic copy of job description

« 1 Not important Mandatory 5 »

Maintain special health/medical requirements for the position: 1 2 3 4 5 No c

- Physicals
 - Shots
 - JCAHO
 - Medical monitoring requirements
 - Exposures
 - Other physical requirements of the job
-

Maintain position funding information: 1 2 3 4 5 No c

- State
 - Contracts and grants
 - Federal
 - Medical center
 - Other funding sources
-

Use this space for comments about the above set of General Position Information Data, or if you specific data enhancement/requirement for this area is missing.

End of Section -

From here, you can...

- [Return to the Special Topics Menu](#)
- [Go to the end](#) of the survey to submit responses
- or continue to the next section below.

3. Employee and Labor Relations (7 questions)

Please use this scale for the following questions:

« 1 Not important Mandatory 5 »

Maintain union representation information:

1 2 3 4 5 No c

- Eligibility for representation (e.g., supervisory or confidential duties associated with the po
- Bargaining unit(s) assignment
- Type of fees (dues, agency, conscientious objector)

Maintain grievance /disciplinary data:

1 2 3 4 5 No c

- Date filed
- Step
- Date reviewed at each step
- Contract clause associated
- Level of resolution
- Arbitrator decision
- Length on record
- Response times by bargaining unit

Maintain employee disciplinary information:

1 2 3 4 5 No c

- Date action taken
- Reasons
- Step
- Supervisor
- Next review date
- Final resolution or action workflow enabled for notifications prior to next step

« 1 Not important Mandatory 5 »

Calculate different scenarios during union negotiations:

1 2 3 4 5 No c

- Forecasting cost and budgeting impacts of changes to salary and benefits
- 'What if' scenario costing for negotiators
- Modeling new grade and step structures

Implement new contract terms and wage settlements: 1 2 3 4 5 No c

- Automate process to handle mass change for classification
- Automate reports to employees detailing what they were earning and the impact of the new settlement

Maintain layoff data: 1 2 3 4 5 No c

- Position subject to layoff
- Employee subject to recall
- Employee seniority points
- Employee retirement credits

« 1 Not important Mandatory 5 »

Implement election process 'freezes': 1 2 3 4 5 No c

- Automate identification for eligible population during election
- Prevent eligibles from having changes to their jobs

Use this space for comments about the above set of Employee and Labor Relations Data, or if you think specific data enhancement/requirement for this area is missing.

End of Section -

From here, you can...

- [Return to the Special Topics Menu](#)
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4. Time & Attendance (5 questions)

Please use this scale for the following questions: « 1 Not important Mandatory 5 »

Maintaining leave, accrual and usage information: 1 2 3 4 5 No c

- Eligibility for leave
- Type of leave (sick, vacation, compensatory time off, sabbatical, etc.)
- Accrued balance
- Sabbatical credits

- Date leave began
 - Date return
 - Leave by position (multiple positions)
 - Limited duty returns
 - Workflow enable process to pass leave request to each level of review and signoff
 - Support entry and setup of sequential leaves
-

Capture special academic data: 1 2 3 4 5 No c

- Calculate time is step
 - Calculate time in rank
 - Calculate limits (e.g., 8-year, Unit 18)
-

Maintain time worked/shift information: 1 2 3 4 5 No c

- Full time/Part time
 - Split time
 - (Non-)Productive time
 - Overtime
 - On-call time
 - Shift worked
 - Floating time
 - Assignments to multiple facilities
-

Provide effort reporting: 1 2 3 4 5 No c

- A21 reporting
 - Support Links to Cost sharing
 - Support alternative methods calculation
-

Provide attendance reporting: 1 2 3 4 5 No c

- Trends in attendance
 - Monitor abuses
-

Use this space for comments about the above set of Time & Attendance Data, or if you feel that :
enhancement/requirement for this area is missing.

End of Section -

From here, you can...

- [Return to the Special Topics Menu](#)
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5. Compensation (3 questions)

Please use this scale for the following questions:

« 1 Not important

Mandatory 5 »

Maintain detailed salary transactions and history of job related salary action data: 1 2 3 4 5 No c

- Type of salary action (e.g., hire, merit adjustment, range adjustment, equity adjustment, sl Incentive Award Program (IAP), lump sum increase, ancillary wages, other salary change
- Action Reason (New position/failure to perform job duties/promotion/demotion/ reclassification)
- Multiple reasons for each action
- Multiple actions on same day
- Date of action
- Retroactivity
- Amount of change (\$)

Maintain wage and payroll deduction information: 1 2 3 4 5 No c

- Base wage
- Program participation
- Type of deduction
- YTD balance
- Current
- Limits

Connect personnel and salary actions: 1 2 3 4 5 No c

- Automate merit adjustments with performance evaluations
- Automate other salary adjustments with reclassification/promotion/ demotion
- Automated range adjustments

Use this space for comments about the above set of Compensation Data, or if you feel that a spe enhancement/requirement for this area is missing.

End of Section -

From here, you can...

- [Return to the Special Topics Menu](#)
- [Go to the end](#) of the survey to submit responses
- or continue to the next section below.

6. Benefits (2 questions)

Please use this scale for the following questions:

« 1 Not important

Mandatory 5 »

Notification of benefit (in-)eligibility:

 1 2 3 4 5 No c

- Automate determination and notification when an employee becomes eligible to enroll in a
- Automate de-enrollment of dependent children when they reach threshold age
- Automate denial of enrollment for ineligible dependents

Maintain and enhance employee self service for benefits:

 1 2 3 4 5 No c

- Change dependent information on-line
- Change beneficiary information on-line
- Change 403(b) investment allocation and participation level on-line
- Update employee address, telephone, and other contact information

Use this space for comments about the above set of Benefits Data, or if you feel that a specific d enhancement/requirement for this area is missing.

End of Section -

From here, you can...

- [Return to the Special Topics Menu](#)
- [Go to the end](#) of the survey to submit responses
- or continue to the next section below.

7. Recruitment & Applicant Tracking - (10 questions)

Please use this scale for the following questions:

« 1 Not important

Mandatory 5 »

Track recruitment resources:

1 2 3 4 5 No c

- Sources where successful candidates found out about UC jobs
-

General trend analysis for recruitment planning: 1 2 3 4 5 No c

- Analysis of employee/faculty age to predict retirements and resulting recruiting need
 - Analysis of enrollments to forecast where new faculty are needed in popular departments
 - Forecast space needs based on FTEs and enrollment
 - Model expected growth
-

Link to budget system: 1 2 3 4 5 No c

- Track budgeted positions
 - Track unfilled FTEs
-

Capture applicant pool demographic data: 1 2 3 4 5 No c

- Gender
- Ethnicity
- Diversity of places from which faculty are recruited

« 1 Not important Mandatory 5 »

Capture search committee data: 1 2 3 4 5 No c

- Gender
 - Ethnicity
-

Capture applicant pool credentials: 1 2 3 4 5 No c

- CV
 - Degrees, licenses, certifications, honors, awards
-

Capture information on non-selected applicants: 1 2 3 4 5 No c

- Track all candidates and record result of their candidacy
-

Link to personnel system:

1 2 3 4 5 No c

- Automate recruitment process when staff or faculty resign
- Upon hiring, automate transfer of employee information from the applicant tracking system to employee system

« 1 Not important Mandatory 5 »

Provide web enablement for applicants:

1 2 3 4 5 No c

- Automate electronic submission of applications
- Automate ability to track status of an application through the hiring process

Provide process workflow:

1 2 3 4 5 No c

- Automate generation of letters and documentation
- Automate review and approvals

Use this space for comments about the above set of Recruitment & Applicant Tracking Data, or if specific data enhancement/requirement for this area is missing.

End of Survey -

From here, you can...

- [Return to the Special Topics Menu](#)
- or click 'Submit Responses' below to complete this survey.

One last request...Before submitting responses, please confirm that when rating the importance of this form, you used a '5' to mean 'Most Important' or 'Mandatory.'

- Yes, I did!

Please click when Finished...

Submit Responses

