



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

### Please help prioritize enhancements for HR employee data.

Basic employee data varies in importance depending upon the HR processing function. Please **rate the importance of 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 opinion

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

Record background check information:

1    2    3    4    5    No opinion

- ⚡ 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 opinion

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

Maintain appointment data including history:

1    2    3    4    5    No opinion

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

« 1 Not important      Mandatory 5 »

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

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

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

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

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

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

« 1 Not important      Mandatory 5 »

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

- ⚡ Biography
  - ⚡ Bibliography
- 

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

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

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

- ⚡ 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 opinion

- 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 opinion

- 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 opinion

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

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

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

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

- 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 if you feel that a specific data enhancement/requirement for this area is missing.

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

Which employee group do you primarily support?

At which of the following locations do you work?

- Berkeley
- Davis
- Davis Medical Center
- Irvine
- Los Angeles
- Irvine Medical Center
- San Diego
- Riverside
- Los Angeles Medical Center
- UCOP
- San Francisco
- San Francisco Medical Center
- Santa Barbara
- Santa Cruz
- San Diego Medical Center
- 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

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

**If you have expertise in one or more of the following functional areas, your additional comments will help to further identify any unique requirements for your location.**  
To continue, click one of the choices...

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

...or, [click here to go to the end of the form.](#)

**2. General Position Information**

Please use this scale for the following questions:

« 1 Not important      Mandatory 5 »

Maintain organizational and working relationships data:

- 1
- 2
- 3
- 4
- 5
- No opinion

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

Maintain job description/title code:

- 1
- 2
- 3
- 4
- 5
- No opinion

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

« 1 Not important      Mandatory 5 »

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Maintain special health/medical requirements for the position:

1  
  2  
  3  
  4  
  5  
  No opinion

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

Maintain position funding information:

1  
  2  
  3  
  4  
  5  
  No opinion

- ≡ 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 feel that a specific data enhancement/requirement for this area is missing.

### End of Section -

From here, you can...

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

### 3. Employee and Labor Relations

Please use this scale for the following questions:

« 1 Not important      Mandatory 5 »

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Maintain union representation information:

1  
  2  
  3  
  4  
  5  
  No opinion

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

Maintain grievance /disciplinary data:

1  
  2  
  3  
  4  
  5  
  No opinion



**End of Section -****From here, you can...**

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

**4. Time & Attendance**

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 opinion

- ⚡ 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 opinion

- ⚡ 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 opinion

- ⚡ 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 opinion

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

Provide attendance reporting:       1    2    3    4    5    No opinion

- ⚡ Trends in attendance
- ⚡ Monitor abuses

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

**End of Section -**

From here, you can...

- ⌘ [Return to the Expert Section Menu](#)
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- ⌘ or continue to the next section below.

**5. Compensation**

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 opinion

- ⌘ Type of salary action (e.g., hire, merit adjustment, range adjustment, equity adjustment, step adjustment, Incentive Award Program (IAP), lump sum increase, ancillary wages, other salary change)
- ⌘ Action Reason (New position/failure to perform job duties/promotion/demotion/ reclassification/IAP)
- ⌘ 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 opinion

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

Connect personnel and salary actions:

1    2    3    4    5    No opinion

- ⌘ 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 specific data enhancement/requirement for this area is missing.

**End of Section -**

From here, you can...

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

**6. Benefits**

Please use this scale for the following questions:

« 1 Not important      Mandatory 5 »

Notification of benefit (in-)eligibility:

1    2    3    4    5    No opinion

- ⚡ Automate determination and notification when an employee becomes eligible to enroll in a program
- ⚡ 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 opinion

- ⚡ 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 data enhancement/requirement for this area is missing.

**End of Section -**

**From here, you can...**

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

**7. Recruitment & Applicant Tracking**

Please use this scale for the following questions:

« 1 Not important      Mandatory 5 »

Track recruitment resources:

1    2    3    4    5    No opinion

- ⚡ Sources where successful candidates found out about UC jobs

General trend analysis for recruitment planning:

1    2    3    4    5    No opinion

- ⚡ Analysis of staff/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 opinion

- ⚡ Track budgeted positions
- ⚡ Track unfilled FTEs

Capture applicant pool demographic data:

1    2    3    4    5    No opinion

- ⌘ 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 opinion

- ⌘ Gender
- ⌘ Ethnicity

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

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

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

- ⌘ Track all candidates and record result of their candidacy

Link to personnel system:  1  2  3  4  5  No opinion

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

« 1 Not important      Mandatory 5 »

Provide web enablement for applicants:  1  2  3  4  5  No opinion

- ⌘ 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 opinion

- ⌘ 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 you feel that a specific data enhancement/requirement for this area is missing.

**End of Survey -**  
From here, you can...

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

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**Please click when Finished...**

Submit Responses