

IOWA STATE UNIVERSITY

# UHR Update

**June 6, 2019**

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# ISD TRANSITION UPDATE

# Transition Team Timeline - Reminder

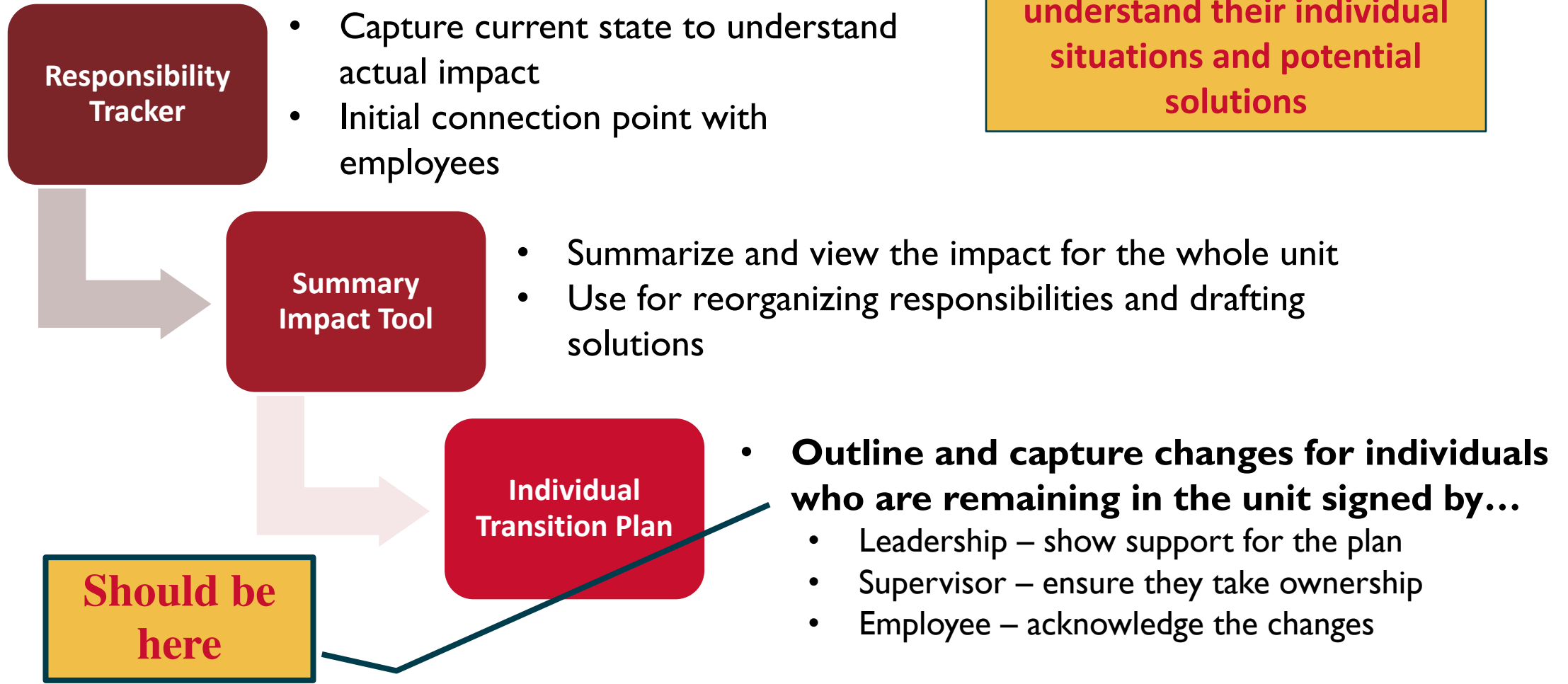
## Completed

- **April 15:** Complete all Responsibility Trackers
- **April 30:**
  - Work with supervisors and impacted staff who are not moving to an ISD role
  - Work with units on draft transition plans
- **April 1 – May 31:**
  - Leadership decides on initial realignment of responsibilities
  - Impacted employees receive an individual transition plan outlining any new responsibilities.

## Pending

- **May 1 – June 30:** Transition Teams facilitate the transition of responsibilities – which becomes supervisor responsibility

# Transition Team Timeline



# Transition Team Themes

**Through the month of May each Transition Team met with the Co-Chairs (Stephen and Leslie) and individuals from UHR to review progress and discuss their proposed solutions and individual situations**

## Themes:

- Each unit believed there was more than enough work to replace duties
- Transition Teams worked with unit leadership, who had varying levels of input and ideas on these initial reassignments of responsibilities
- Some areas were more impacted than others, complicating the work of reassigning local responsibilities
- Transition teams met with employees and worked creatively on reassignment of responsibilities and outlining the individual transition plans
- Some units have posted positions, repurposing existing vacancies, or using forthcoming retirements to replace some staff lost to ISD, especially those who had very little Fin/HR responsibilities

# Transition Team Themes

## Themes Continued:

- Impacts are still being felt in terms of space and relocation of individuals
  - *A few of the ISD staff will be moving before July 1, the majority of staff moves will continue well beyond that date as space is identified and prepared*
- Everyone recognizes the need to monitor these changes and evaluate workloads after July 1
- Duties were reassigned that fit within current classifications, where there were concerns these were discussed with UHR
- Transition Team's style and approach varied from unit to unit, but each understood the importance of the responsibility tracker and the working with people most impacted on the individual transition plans

# ISD Impact by the Numbers

**From the 597 employees who completed a responsibility tracker as of 6.5.19**

- There are 98 employees who are over 50% impacted by ISD, only 22 are not going into the model
- A little under 200 are were impacted more than 10% and will be receiving an Individual Transition Plan, which means nearly 400 were less than 10% impacted, but still completed a responsibility tracker
- Each unit assured us they were on track to meet the May 31<sup>st</sup> deadline with only a few stragglers

## Next Steps

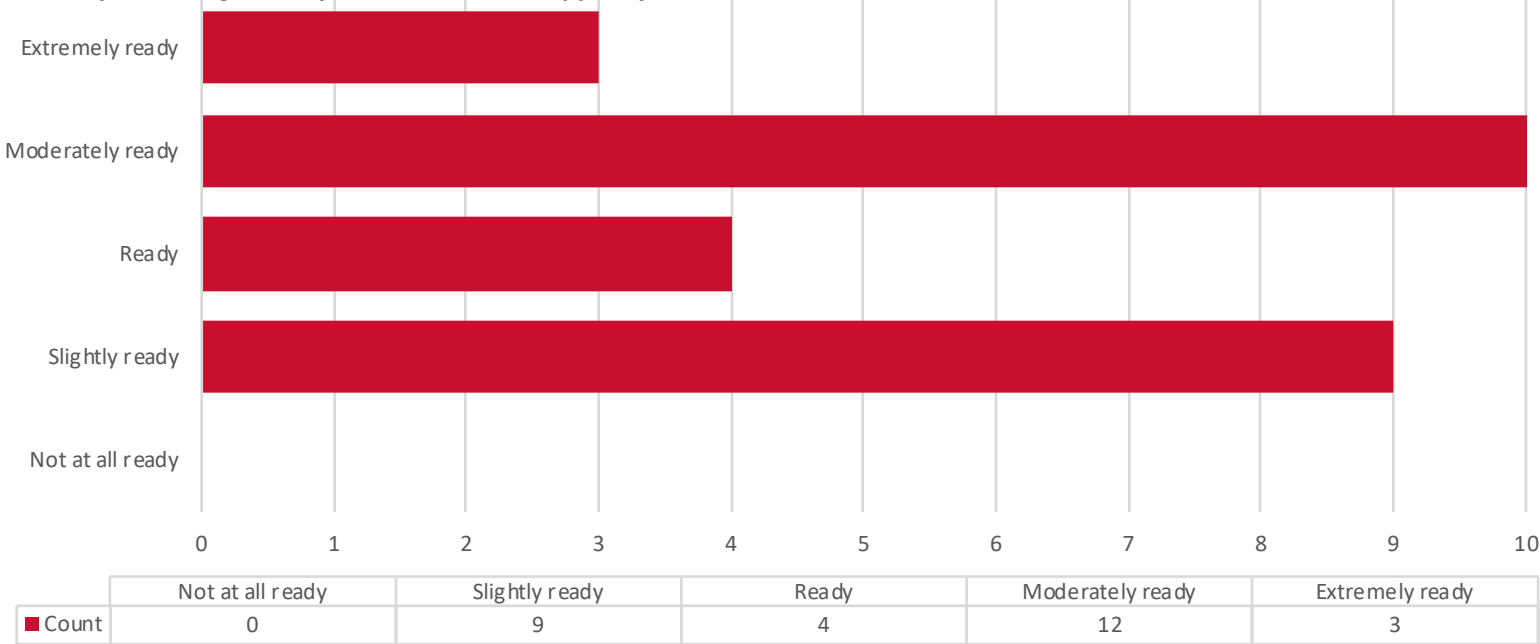
- Transition Teams have been encouraged to continue to monitor changes and meet with staff as needed through the end of July
- Starting in August the HR Partners will work with Transition Teams to continue monitoring responsibilities and working with unit leadership to realign where needed



# HR ISD SURVEY RESULTS

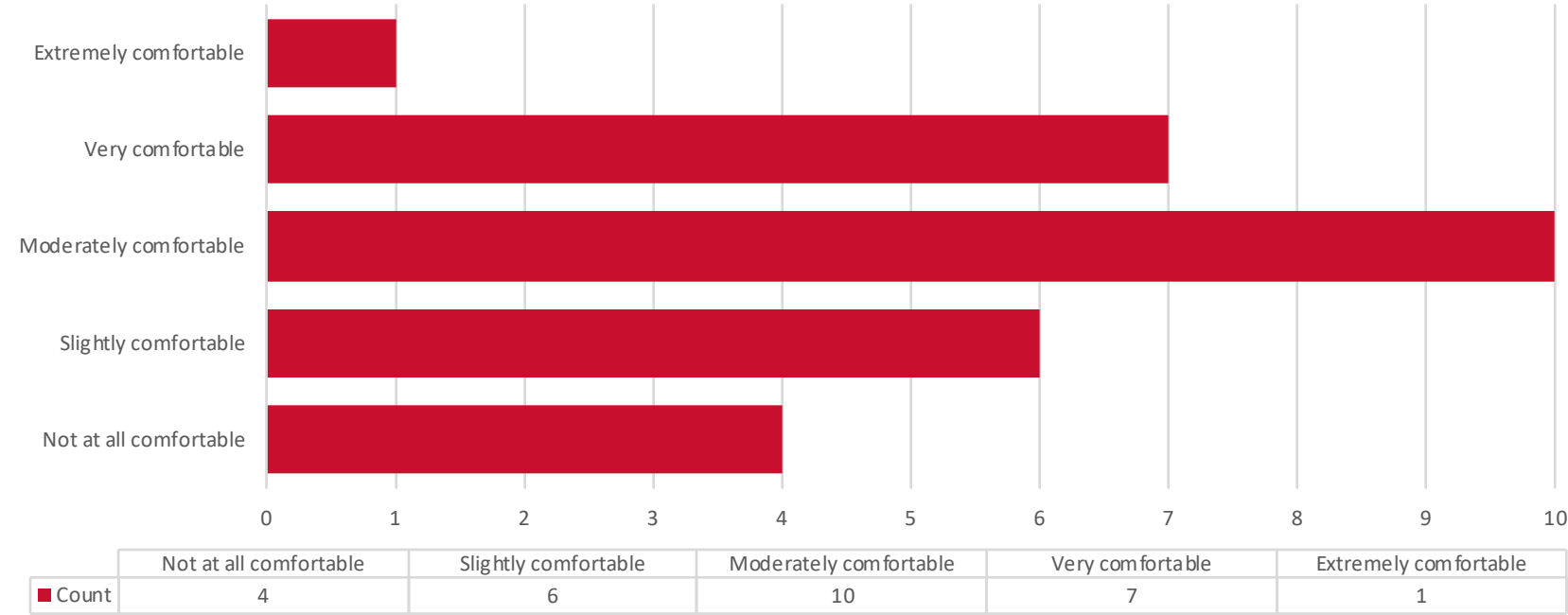
# HR ISD Survey

How are you feeling about your readiness to support your service teams? (N=28)



# HR ISD Survey

How are you feeling about being able to process transactions and/or navigate Workday?



# Additional Survey Themes

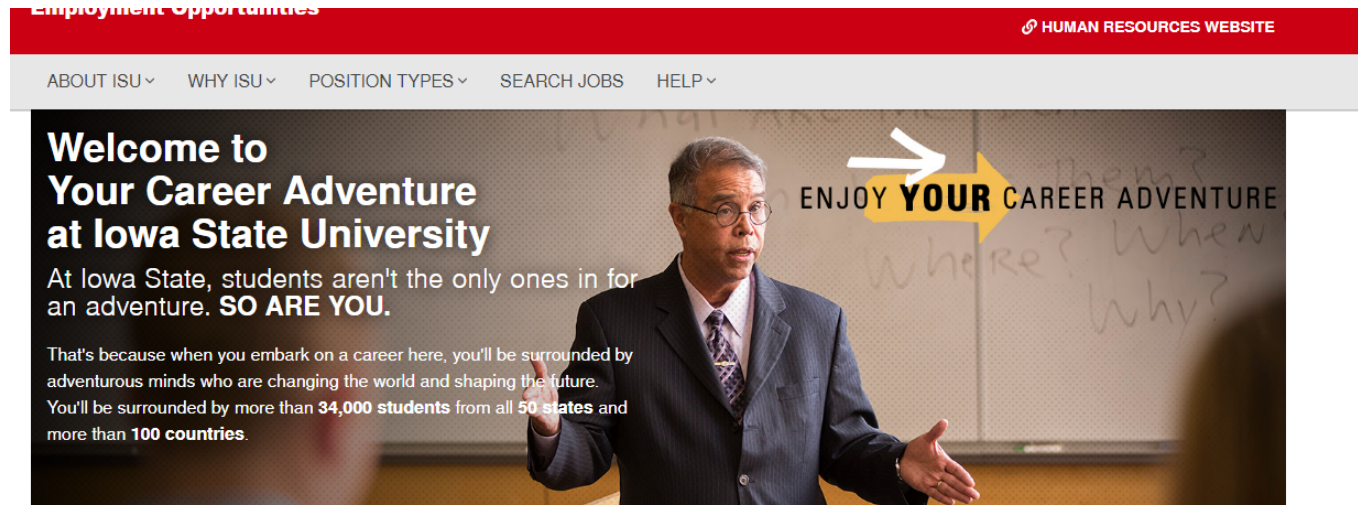
- Wanting access to Workday to perform practice transactions
  - Access planned to be given next week
- Location and Equipment concerns
  - Publishing moves and next steps next week
- Clarification on roles
  - Workshop/User Lab and additional follow up on specific questions

# ISD Meet and Greet

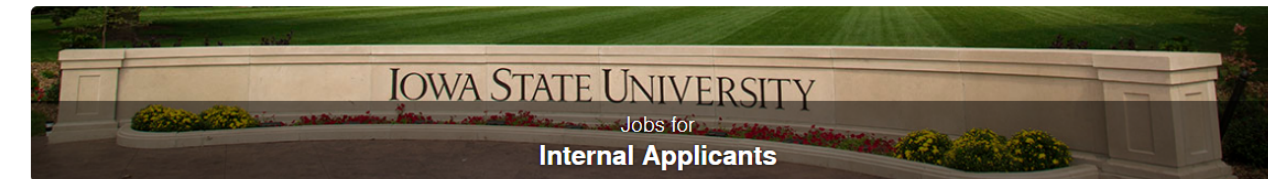
- Thank you to those who attended
- Over 300 people came to welcome ISD staff
- Materials from event are being added to the website



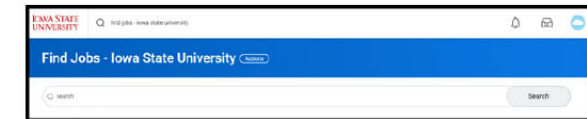
# Workday Internal Career Portal



- Uses career information to populate application
- Streamlines hiring information
- P&S Staff will need to apply to ISU jobs through the internal career portal



Screen shot: Search "find jobs"



Screen shot: Career worklet

