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

Responsibility Tracker
• Capture current state to understand actual impact
• Initial connection point with employees

Summary Impact Tool
• Summarize and view the impact for the whole unit
• Use for reorganizing responsibilities and drafting solutions

Individual Transition Plan
• Outline and capture changes for individuals who are remaining in the unit signed by...
  • Leadership – show support for the plan
  • Supervisor – ensure they take ownership
  • Employee – acknowledge the changes

Met with each team to better understand their individual situations and potential solutions

Iowa State University
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 proposes 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 31st 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)

<table>
<thead>
<tr>
<th>Readiness Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not at all ready</td>
<td>0</td>
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<tr>
<td>Slightly ready</td>
<td>9</td>
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<tr>
<td>Ready</td>
<td>4</td>
</tr>
<tr>
<td>Moderately ready</td>
<td>12</td>
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<tr>
<td>Extremely ready</td>
<td>3</td>
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</tbody>
</table>
HR ISD Survey

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

Not at all comfortable | Slightly comfortable | Moderately comfortable | Very comfortable | Extremely comfortable
---|---|---|---|---
Not at all comfortable | 4 | 6 | 10 | 7 | 1

Count
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