RESEARCH ADVISORY BOARD
September 18, 2018
8:30-10:00 a.m.
Medical Sciences Building: *S-30*

AGENDA

1. **Seniority Rights vs. Preferential Rehire: Differences; Associated Business Processes**
   Kelly Sheridan (8:30 – 8:50 a.m.)

2. **Recruitment & Recruitment Services: Outreach Strategies, Job Requisitions, Minimum Qualifications** Jessica Driessler (8:50 – 9:10 a.m.)

3. **Asset Tracking and Decision Support Project**
   Ron Campbell, Goshen Chan (9:10 – 9:30 a.m.)

Upcoming Meetings/Agenda Items in 2018:

3rd Tuesday of every month in 2018 in S-30:
September 18
October 16
November 20
December 18

UCSF RESEARCH ADVISORY BOARD (RAB)

September 18, 2018 in Chancellor's Conference Room S-30

Present: Irene Broderick, Lindsey Criswell, David Erle, Clarice Estrada*, John Ellis, Julene Johnson, Mounira Kenaani, Jim Kiriakis, Georgina Lopez, Wallace Marshall, Sindy Mellon, Suzanne Murphy, Michael Nordberg, John Rueter, Elizabeth Sinclair, Brian Smith, James Sorensen, Matt Springer, Eunice Stephens, Winona Ward. *=by phone

Absent: Jane Czech, Gretchen Kiser, Stephen Lazarus, Teresa Moeller, Christine Razler, Paul Volberding, Thomas Neylan, Vanessa Jacoby, Jennifer Grandis, MC Gaisbauer, Feroz Papa, Stephanie Louie, Henry Chambers, Diane Havlir, Laurie Herraiz, Stuart Gansky, Kenneth Laslavic, Janet Myers

Guest: Kelly Sheridan, Jessica Driessler, Ron Carpenter, Goshen Chan

1. Seniority Rights vs. Preferential Rehire: Differences; Associated Business Processes* Kelly Sheridan

A layoff is an involuntary separation of a non-probationary career employee (PSS or union only) from employment, or a reduction in the appointment percentage. Layoffs may be caused by a lack of funds, lack of work, or reorganization. Management is obligated to look at other options for the affected employee(s) including reassignment to open vacant positions, reduction(s)-in-time, or job redesign in order to avoid layoff(s). There are established qualification parameters and an order for layoffs; however, management may factor in documented performance issues as a criteria affecting the layoff order. A manager can request a retention (with justification) and provide a compelling, documented, business reason why someone is crucial to a position and should not be laid off. LER has fairly good success with layoff contests, however, LER has no control over contract language.

Pre-contact with an employee is crucial as these are very sensitive issues: managers/supervisors should talk with the affected employee(s) & walk them thru the situation. Kelly Sheridan can work with LER on this.

When a department does want to proceed with a layoff, they should submit a layoff justification/business plan and indicate why an employee is being laid off (for example: lack of funds or work, other considerations) and provide related supporting documentation. Unions have the right to say yes or no to Seniority Waivers.

LER looks at skills, knowledge, and abilities, job descriptions, employee requisition form, incumbent resumes, and more. LER can assist departments in updating out of date job descriptions. Departments should be as specific as possible regarding *special skills.*

Action:

- *Matt Springer will draft recommendations and send to the RAB*
- *Kelly Sheridan will inquire about online job description updates*

**See PowerPoint for detail

2. **Recruitment & Recruitment Services: Outreach Strategies, Job Requisitions, Minimum Qualifications*** Jessica Driessler

Recruitment strategies can take two alternate paths: 1. Cast a wide net to fill a position, or 2. tailor the job description meet specific minimum qualifications.

If an employee is laid off, they must elect to meet with the Pref-Rehire Coordinator (Anna Hom) to activate their preferential rehire (PR) privileges in lieu of severance. Those who want to be considered for a position *must express interest by applying* within the 2 week minimum posting period are assessed to determine whether they meet the *minimum qualifications*. If they do, their information is sent to the hiring manager for a skills validation *by scheduling an interview* (recruitment is paused during this process). Once the PR is hired, a trial period commences in which the hiring manager & the PR can determine whether the position is working out; if it is not, the PR may be released (as supported by data on poor attendance, mistakes, etc.) and returned to the PR pool. The PR relinquishes rights after three unsuccessful placements. Contact your Talent Acquisition Specialist for assistance with writing job descriptions.

**See PowerPoint for detail

3. **Asset Tracking and Decision Support Project*** Ron Campbell, Goshen Chan

The Asset Tracking and Decision Support Project started four years ago with the initial goal to create a database to manage equipment maintenance; the scope has expanded to include inventory and attribute management for research equipment. Among the issues being addressed:

- staff could not easily locate equipment,
- equipment descriptions in BearBuy are not sufficiently robust, and
- the RRP core search tool does not return all cores.

Features of the ATDS include:

- curation in which labs can add photos,
- maintenance (when did the piece of equipment go fail, for how long, etc.). ATDS can tract maintenance for a piece of equipment, but also for a part of a system,
- search results will include images,
- inventory, and
- additional form fields & requirements in BearBuy for capital equipment

Next steps include data clean up, lab data entry (if desired), key words, categories, photos, condition, serial number, location, reminder emails, etc., and end user training follows. The new system allows online, continuous updates. As researchers are responsible to enter information into the application (potential data integrity weakness). Partnering with BearBuy, and Change Management are the next big steps, then Go Live is projected for May 2019.

**See PowerPoint for detail

Labor and Employee Relations

September 18, 2018

UCSF
University of California
San Francisco

Agenda

* Quick Review of Layoff Process
* Seniority Rights, AKA the “Bumping Process” (Pre-layoff
* Preferential Rehire/recall and severance (post-layoff

The Layoff Process

Layoff Defined

A layoff is an involuntary separation of a non-probationary career employee (PSS or union only) from employment, or a reduction in the appointment percentage due to:

- lack of funds
- lack of work
- reorganization

Alternatives to Layoffs

In order to avoid layoffs, management should first consider:

- Elimination of vacant, limited or per-diem positions
- Transfer or reassignment to open vacant positions
- Temporary layoff
- Reduction(s)-in-time
- Job redesign

Layoff Process: Represented Employees (refer to CBA)

By classification within a "layoff unit"

- A layoff unit is a sub-unit of an Office, School, Department or Division
- Consult LER for Campus and UCSF Health layoff units

In inverse order of seniority based on:

- UCSF Health: most often from most recent date of hire (consult CBA and LER)
- Campus: years of service credit from most recent date of hire (consult CBA and LER)

Layoff Process: PSS Employees (see PPSM 60)

June 2012 change to PPSM 60: documented performance issue(s) will be taken into consideration for order of layoffs.

- PSS staff no longer have preferential rehire/recall rights – severance only
- Management can now factor in *documented* performance issues as a criteria for the order of layoff

Layoff Justification: Business Plan

- A **Layoff Justification/Business Plan** is a set of documents including:
  - **Business Plan**
  - **Organizational Charts** (before and after)
  - **Information required for the seniority report**
  - **List of newly hired probationary employees in the layoff unit**
  - **Written documentation of any performance (PPSM employees, if applicable)**
  - **Current job descriptions**

Components of Business Plan (see template)

- **Business Reason**
  - **Why funding was lost**
  - The **underlying rationale for reorganization,** or
  - **Why there is a lack of work**
  - **Future Plans/Organizational Changes**

Seniorty Rights
“Bumping Process”
(Pre-Layoff)

UCSF
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Seniority Points

- **LER calculates seniority** based on either:
  - Full years of service, considering date of hire and % time worked

  OR
  - Date of hire

Exercise of Seniority: Bumping Rights

- A more senior employee has the right to displace a less senior employee in the same job classification and layoff unit.
  - First bump is to ***least senior*** employee
  - Order of bumping rights is pre-designated by contract and policy
  - Employee bumps least senior position that make the employee "whole or better"

Three (3) Exceptions to Bumping

1) Special Skills Retention

2) PSS Out of Seniority Order Retention: Justification Matrix

3) Seniority waivers (if allowed by contract, policy or practice)

Special Skills Retention

A department may **retain an employee out of seniority order if**:

- An employee in a position being bumped possesses **special skills, knowledge or abilities (SKA), and**
- The skills, knowledge and ability possessed **are *necessary* to perform the ongoing functions of the department/research/project**

- The manager of the less senior position may draft a special **skills, knowledge and abilities (SKA) retention justification**

- **Exceptions:** SKA cannot be learned within reasonable period of time or are needed for ongoing functions of department.

Notice Re: Special Skills Retention

Union/Employee Group	Special Skills Retention Notice
AFSCME (EX/SX)	Not required
Building Trades (K2)	Not required
CNA (NX)	Required
CUE/IBT (CX)	Not required
FUPOA (PA)	Not required
Lecturers (IX)	Not required
Librarians (LX)	Required
Post Docs (UAW) (PX)	Not required
UPTE (HX, RX, TX)	Required
PSS	Not required

Notice reviewed and sent out by LER

Seniority Waiver

- More senior employee designated for layoff *elects* to be laid off in lieu of displacing a less senior employee
  - PPSM and some union contracts provide for seniority waivers
  - For those contracts without seniority waiver provisions, work with LER as there may be an informal process in practice
- Do NOT ask employees if she/he wants to waive seniority (result may be grievance or unfair labor practice)

Seniority Waiver Process

Before proceeding with any Seniority Waiver, contact your LER representative to verify that ….

- Seniority rights are explained to the employee
- A copy of the job description for the least senior position is provided to the employee
- The employee is given reasonable time (1 to 2 days) to consider whether or not s/he wants to accept layoff in lieu of exercising seniority bumping rights (if allowed by contract)

For PSS employees

- Provide the employee designated for layoff with a copy of the **Employee Statement of Waiver to Exercise Seniority Form** to sign
  - The Statement of Waiver acknowledges that the employee is voluntarily waiving his/her rights to seniority for the least senior position
- Employee is eligible for all other benefits afforded with a layoff under PPSM 60

Seniority Waiver Requirements

Union/Employee Group	Seniority Waivers Policy/Contract Requirements
AFSCME (EX/SX)	No seniority waivers
Building Trades (K2)	No seniority waivers
CNA (NX)	Employee may volunteer to be laid off out of seniority order
CUE/IBT (CX)	Employee request for waiver requires notice to and approval by CUE/IBT; CUE/IBT has 15 days to make affirmative approval
FUPOA (PA)	No seniority waivers
Lecturers (IX)	No seniority waivers
Librarians (LX)	No seniority waivers
Post Docs (UAW) (PX)	No seniority waivers
UPTE (RX, TX)	No seniority waivers, though informal contact with union is practice
UPTE (HX)	Seniority waivers allowed if meet University needs
PSS	Employee may sign waiver form electing to be laid off out of seniority order

Preferential Rehire/Recall Rights (Post Layoff)

Recall/ Pref. Rehire: Represented Employees Only

- **Recall**
  - Right to return to University service to an active, vacant career position
  - Same job classification, % or lesser, and department

- **Preferential Rehire**
  - First consideration for a vacant career position in the same bargaining unit and at the same campus/hospital/ laboratory as the position from which the employee was laid off
  - Position must be at the same or lower salary range maximum and at the same or lesser percentage of time as the position from which the employee was laid off
  - must meet the minimum qualifications of the vacant position

Preferential Rehire/Recall Rights End:

- Upon the employee's retirement; or
- At the end of the eligibility period; or
- If employee refuses recall under the provisions; or
- If an employee refuses and/or fails to respond to a University inquiry concerning the employee's desire to remain on the preference for reemployment list; or
- If an employee accepts a career position; or
- If an employee refuses a position offered by the University which is at the same or higher salary level; and, is at the same or higher appointment rate held by the employee at the time of layoff.

Severance: PSS Employees

As of June 1, 2012, eligible PSS employees who are issued indefinite layoff or are reduced-in-time indefinitely, will receive severance as follows:

- Severance amount is calculated based on one weeks' pay for each full year of service completed, up to 16 weeks of pay
- If employee is rehired into a career position, the employee must repay the excess severance prior to return to work

Questions?

UCSF

University of California
San Francisco

Talent Acquisition Oversight

Jessica Driessler, MBA
Manager, Talent Acquisition

10/24/2018

UCSF Human Resources

Preferential Rehire Overview

Talent Acquisition (TA) Oversight

- Meets with newly laid off employee for activate rights and program overview
- Manages list of employees who elect Pref-Rehire (PR)
- When a Pref Rehire applies:
  - Reviews resume against posted quantifiable minimum qualification
  - If PR does not meet, TA disqualifies
  - If PR meets qualifications, s/he is sent to hiring manager to validate paper screened skills in person/over the phone
  - Pauses recruitment until department concludes skill validation
  - Skill validation outcomes determine appropriate next steps

Department Hiring Team Role

- Once a PR profile is received:
  - Confirm paper assessment is on point and contact the candidate to schedule skill validation meeting
  - If assessment is misaligned with min. quantifiable requirements, contact TA to discuss next steps
- Post candidate meeting:
  - If the PR meets quantifiable minimum requirements, onboarding begins with any applicable trial period
  - If the PR does not meet quantifiable minimum requirements, the manager completes a disqualification form with TA's assistance

UCSF Human Resources

Preferential Rehire: Screening Qualifications

Talent Acquisition Review

Guidance based on CBA:

- Listed Minimum Qualifications in the Job Description
- Focuses on quantifiable requirements
  - Software skills
  - Specific patient population
  - Experience in a specified industry
- Excludes soft skills assessment
- Excludes Preferred Requirements

Example ACRC Requirement:

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team
- Proficiency with Microsoft Word, PowerPoint, and Windows
- Excellent analytical and problem-solving skills
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects
- Ability to establish cooperative working relationships with patients, co-workers, & physicians

Talent Acquisition Function

Talent Acquisition Team

Who we are

Our Purpose

Our mission is to provide exceptional customer service to both internal and external customers by sourcing the best, diverse talent and building client relationships based on trust and delivery of timely service. We provide a support system to educate the UCSF community on talent acquisition best practices to help achieve our organizational mission and vision.

Talent Acquisition Team

What do we do?

- Team of 10
  - 1 Coordinator
  - 8 Talent Acquisition Specialist
- Professional Background
  - Agency Recruitment
  - Healthcare and Education
  - Corporate
  - Public Sector

Talent Acquisition Team

What do we do?

- Talent acquisition works in partnership with hiring managers to identify candidates for job openings
- Positions Filled FY 2017
  - Total: 4,738
  - Internal: 2,985 - External: 1,753
  - Time to Fill Rate: <90 Days
  - New Hire Mix:

  Female 63.1% - 36.9% Male

  Disability 2% responded yes

  European/Non Hispanic Origin 35.3%, 5.9% Unknown, 58.8% multiple ethnicities

Talent Acquisition Team

What do we do?

- Attracting and identifying the ideal candidate
- Trusted Advisor: market trends, internal resources, selection, total compensation, diversity outreach, networking, best practices
- Provide tools and support for leaders to effectively align interview and selection with organizational objectives
- Ensures compliance:
  - UC Policies
  - CBA's
  - OFCCP
  - EEOC

Workflow Overview

Recruitment Requests

- SRS/PC Recruitment Request: Job Posting
  - JD/ERF reviewed by HR Gen/Compensation
  - TA Coordinator drafts post to careers portal
    - Over 90% of all postings received are processed within 24 hours
  - TAS final review and activates job on the website
  - TAS contacts hiring manager to discuss recruitment approach

Recruitment and Inclusion

Talent Acquisition Specialist Steps

- Sends link to job posting
- Recruitment Kick-Off meeting invitation
- Sends objective selection toolkit for diversity emphasis
- Weekly candidate delivery
- SLA's: 24-48 hr response time
- Hard to fill strategy

Talent Acquisition Team

Services

- Recruitment Kick-Off Meetings
  - Outreach and selection Strategy
    - Building an inclusive selection team
    - Casting a broad net
  - Offer Selection Tools
    - STARS based interview questions
    - Qualitative scoring template
    - Data driven reference checks
  - Recommend training
- Workshops: Interview and selection, job search strategy, and job advertising

Talent Acquisition Team

Services

- Marketing
  - America's Job Exchange (AJE)
  - Smart Post
  - Niche Marketing
- Programs and Partnerships
  - Veterans Open House, Internships, Excel
  - Toolworks, Jewish Vocational Services, Department of Rehabilitation
  - Internal stakeholders: Learning and Organizational Development, Office of Diversity and Outreach, employee organizations

UCSF

Talent Acquisition Team

Outreach

- Sourcing: passive candidate search, social media and networking
  - Facebook and LinkedIn
  - Professional Sponsorship: Prospanica
  - Recruitment Fairs and Networking: Black Bio Science Org., African American Employee Network, Stanford University Minority Medical Alliance, LGBT Employment Mixer, Pan Asian Leaders, Coalition for Disability Access, PRIDE, Student Veterans of America, National Association of Women MBA's

Talent Acquisition Team

Hire Analysis and Reporting

- Monitoring and evaluating selection rates in employment processes to identify disparities
- Quarterly reporting and analysis of new hire data
  - Grouped by job family
  - Governed by OFCCP/EEOC guide
- Outreach activity and outcome summary

Asset Tracking and Decision Support Project RAB Presentation

9/18/2018

Goals for Today?

- Spread the word
- Get feedback on direction of this project

Agenda

- Project Background
- Areas of Focus
- Design
- Timeline
- Next Steps
- Appendix
  - Design approach
  - Stakeholders met with so far
  - User Roles
  - BearBuy to PeopleSoft Process Flow
  - Dynamic Search Capability Results
  - Leverage New Functionality

Project Background

- **Problem Statement**
  - UCSF does not currently have a process or system to track campus assets and related attributes to a degree that supports robust asset management for **research equipment.**
  - This means that equipment is often effectively 'lost' in the organization: only a few people know exactly what it is, where it is, what it is called, how it is used, its current condition, and its maintenance needs.
  - This leads to unnecessary duplication; underutilization and missed opportunities for research

A post-doc in my lab is looking for a **fluorescence microscope with the MetaMorph software**. Does anyone know if there is one here at UCSF, preferably on the Parnassus campus?

My name is Nick Sanchez. I was referred to you by our EH&S inspector, Kathy. I'm looking for an unused **thermocycler** somebody might have lying around that I could keep. It doesn't have to be anything fancy, I just need to be able to incubate samples at a steady temperature. Smaller the better.

If you come across anything, let me know!

Has anyone used **Keyence microscope** before? We are considering a Keyence automated microscope and would like to know if anyone have used it extensively and if so, what your opinion of the microscope and the company (especially their customer service)

Could you please forward onto the Lab Manager's Group?

Looking for recommendations for standard **stackable incubators with lockable doors and alarms**, measures CO2 and temperature. Any recommendations are appreciated.

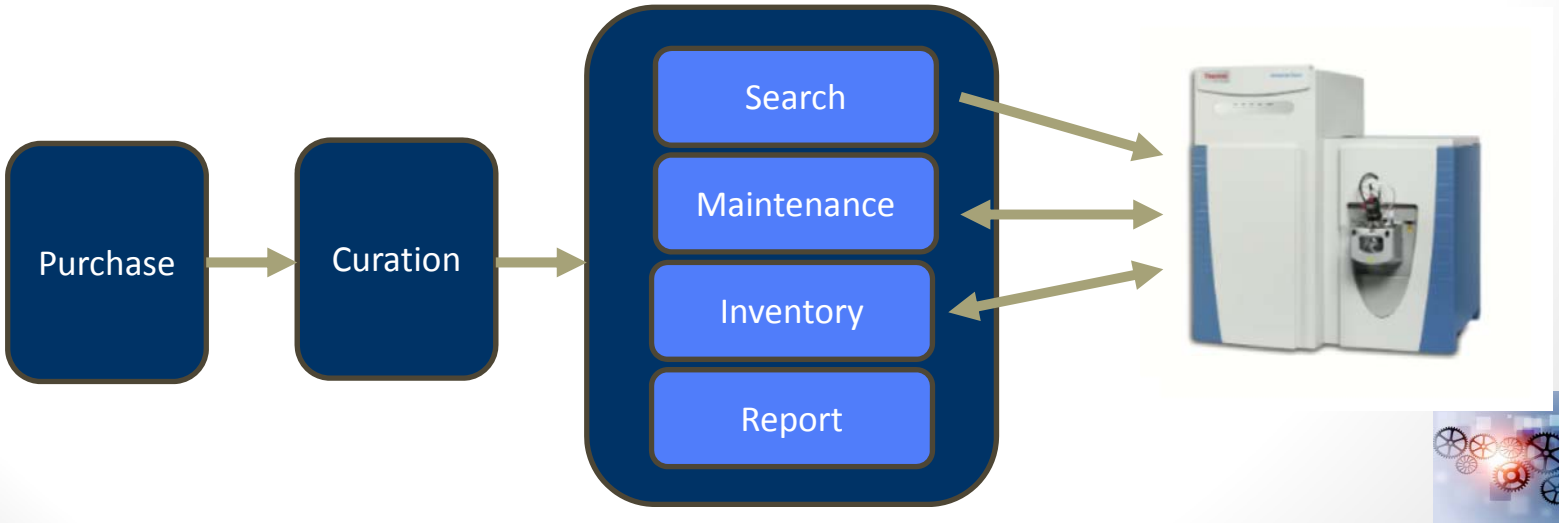
The Johnson Lab is looking for a **lab table 7ft in length**. Please contact Ethel Godonoo if you can assist.

Searching for Equipment Current Situation:

- Controllers Data Base
  - Contains all capitalized items (over $5000)
  - Not accessible to researchers, not searchable
  - Data is inconsistent since comes from BearBuy Descriptions
- RRP Core Search
  - Contains only core lab instrumentation
  - Manual entry, relies on core remembering to submit information to RRP
  - Search results not very specific

Areas of Focus

1. Purchase - Improve quality of data collected during eProcurement process (BearBuy).
2. Curation - Add additional information (Keywords/ shared or not/ in a core) to identify specific search needs
3. Add the ability to collect equipment maintenance data to support maintenance decisions (e.g buy or not buy OEM service contract)
4. Improve inventory process so that custodians are presented with data that is easily interpreted and can be easily updated.
5. Provide comprehensive reporting to view data related to maintenance, inventory and general equipment information.



1

Improve Quality of Data Collected in BearBuy

To provide more accurate data for down stream inventory, search and maintenance functionality the Capital Equipment Form in BearBuy was modified.

Training will be provided to clarify the purpose of these changes

Will be Required in BearBuy	Issues addressed
Manufacturer Name (existing optional)	Currently these fields often left blank . CAM complete this information from quote in BearBuy or by performing Google searches
Manufacturer Part# or Model Name (existing optional)	
Equipment Category. (new, drop down list)	Broad search capabilities by category currently not available
Used for Research. (new y/n flag)	Currently do not have visibility of equipment purchases for research in Asset Management.
Part of an Existing System? (new y/n flag)	Shoppers are not aware that they can link new equipment purchases with existing equipment (add to value)
Track Equipment Components Separately ? (new y/n)	Allows custodians to decide whether to track multiple components of a system (e.g microscope and camera) as one unit, or track separately

New Optional Fields in BearBuy	Issues addressed
Photo	There is no visual image that can give more insight into the product
In a Core (y/n)	Users are not able to search for equipment university wide that is shareable or is part of a Core
Quote Number	Quote Numbers are often pasted into the description area for the equipment and are effectively lost as a search field
Curator Name	There is not a person assigned to the equipment to make sure that all of the searchable attribute information for the equipment is correct.

2

Add information for specific search needs

- Equipment Categories – broad classification of equipment
  - e.g Microscope, Flow Cytometer
- Keywords – specific keywords are assigned to further identify equipment
  - e.g Confocal, multiphoton, inverted, etc

Process

- The Equipment Category is selected in BearBuy and default keywords for the Equipment Category are assigned.
- The curator of the equipment can then change the category if incorrect and add keywords:
  - Select from a dropdown menu of keywords available for the Equipment Category
  - Add Suggested Keywords to the equipment record that provide more specific attribute information
- From an approval page the RRP Admin reviews all newly suggested keywords for equipment records for accuracy and approves.

Curation of data – Will greatly improve accuracy of data collected

Editable Attribute data from BearBuy

- CAM reviews and edits record in PeopleSoft *prior to being added to Asset Management module*

Role: CAM

- Equipment Description
- Manufacturer Name
- Manufacture Part# or Model Name
- Quote ID
- Location
- Custody Code

- Via worklist the Custodian reviews, edits, adds attributes, marks the record as "Custodial Reviewed"

Role: Custodian

- Equipment Description
- Manufacturer Name
- Manufacture Part# or Model Name
- Condition
- Photo
- Location
- Serial Number
- Curator
- Custody Code

- Via worklist the Curator reviews, edits, adds attributes, and marks the record as "Curated"

Role: Curator

- Equipment Category
- Keywords
- Suggested Key Words
- Manufacturer Name
- Manufacture Part# or Model Name
- In a Core
- Condition
- Photo
- Location
- Nick Name
- Shareable/contact
- Self-Use

Equipment record is added to Asset Management Module

Note: Editable equipment record attributes are listed by Role. Those attributes in blue text are additional attributes that can be added to the record by role during curation

Dynamic Search Capability to Locate Equipment

Develop Two Search pages:

- **Web Service Search** – can be widely used by UCSF community and will be accessible via MyAccess
- **Search within Asset Management** – Accessible to those with a User Role within the Asset Management Module.

Both Equipment Search Pages contain the following features:

- **Simple Search** – allows for keyword searching.
- **Advanced Search** – allows for a more targeted search for specific criteria that includes the following attributes:

  - Equipment Category
  - Manufacturer Name
  - Manufacturer Part # or Model Name
  - Location
  - In a Core
  - Shareable
  - Nick Name
  - Custodian Name
  - Component Of ID & Description
  - Keywords
  - Department
  - Placement Date (Date Range)
  - Condition
  - Status

3

Ability to Collect Equipment Maintenance Data to support Maintenance Decisions

- **Maintenance Information Page** displays summary information such as: warranty end date, equipment age, condition, expected annual utilization, actual utilization year to date and cost of service contract purchased
- Create events using the **Event Log page** to track issues, such as failure events, repair events, costs of repairs, service contracts and notes.
- **Actual utilization** calculated by tracking down time events
- **Maintenance Decision Support** aids in process of selecting service contract vs self-maintenance or repeat purchase
- **Reminders emails** including Service Contract and Warranty end date warnings.

Manage maintenance information for single pieces of equipment

Group equipment records that are working together as a system to track maintenance information for each component separately.

4

Improve Inventory Management

Added MyWork worklist for Custodians

Speeds up processes by eliminating paper back and forth and providing clear instructions for each process.

Allows for greater visibility by CAM and custodians to status of equipment

- **Receive New Equipment Online**
  - New equipment records created in Asset Management system will display on the users MyWork worklist.
- **Equipment Inventory Modification Request (EMIR) online**
  - Submit EIMR requests to CAM for review and approval of:
    - Addition, Fabrication, Trade-in, Transfer, Destroyed, Lost, In-Place Sale, Stolen, Surplus, Cannibalized, Other
- **Ability to Continuously update Key Equipment information online**
  - Custodians can update Asset information online on a continuous bases by simply searching for the equipment

5

Reporting from PeopleSoft

- **Maintenance**
  - **Service Contract Report** – report provides frequency of maintenance events and contract end date for equipment to provide detail of equipment performance by service contract.
  - **Global Equipment Maintenance Report** – report provides across campus utilization and reliability of equipment.

- **General**
  - **Capital Equipment User Role Report** – report lists of users and their assigned system role to manage user access.
- **Inventory**
  - **EIMR History by Custodian** – report lists approved EIMR records by Custodian.
  - **EIMR History by Department** – report lists approved EIMR records by Department.

TimeLine

High level Tasks	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Data Readiness																
IT Functional reviews: adds technical specifications																
IT Development reviews: determines effort & development timeline																
Development & Conversion Timeline																
Testing - Integrations																
Testing - Functional																
Testing - UET																
Change Mgmt. activities																
Training Development																
Training Delivery																
Anticipated Go Live																

Go Live May 2019

Next Steps

Data Clean up

- Breakdown current list of Research equipment by Department/MSO from Asset Management
  - Ask (complete spreadsheets to populate new attributes & designate assignment of new user roles)

- Socialize Design
- Meet with the following to socialize the design
  - Schools (SOD,SOP, SON, SOM)
  - EVCP
  - Lab Managers
  - Custodians

Appendix

Design Approach

- Formed three workgroups as noted below and conducted weekly sessions to focus on the following:
  - **Taxonomy Group:** focused on design for a wide range of items including: eProcurement to Capitalization process, adding additional attributes, data integrity "curation process, keywords to add specific attribute information for equipment and improving searching capability and reporting.
  - **Inventory Group:** focused on improving inventory and bi-annual process so that custodians are presented with data that is easily interpreted and can be easily updated as well as reporting.
  - **Maintenance Group:** focused on design to enable labs to track equipment, add ability to make research equipment maintenance decisions based on stored maintenance data to buy or not buy OEM, as well as reporting.
- Workgroup members were comprised of representatives from previous Kaizens in the focused areas from RRP, CAM, Custodians and Lab Managers from Departments, SCM, IT, PMO.

Stakeholders met with so far

- Advisory Group:

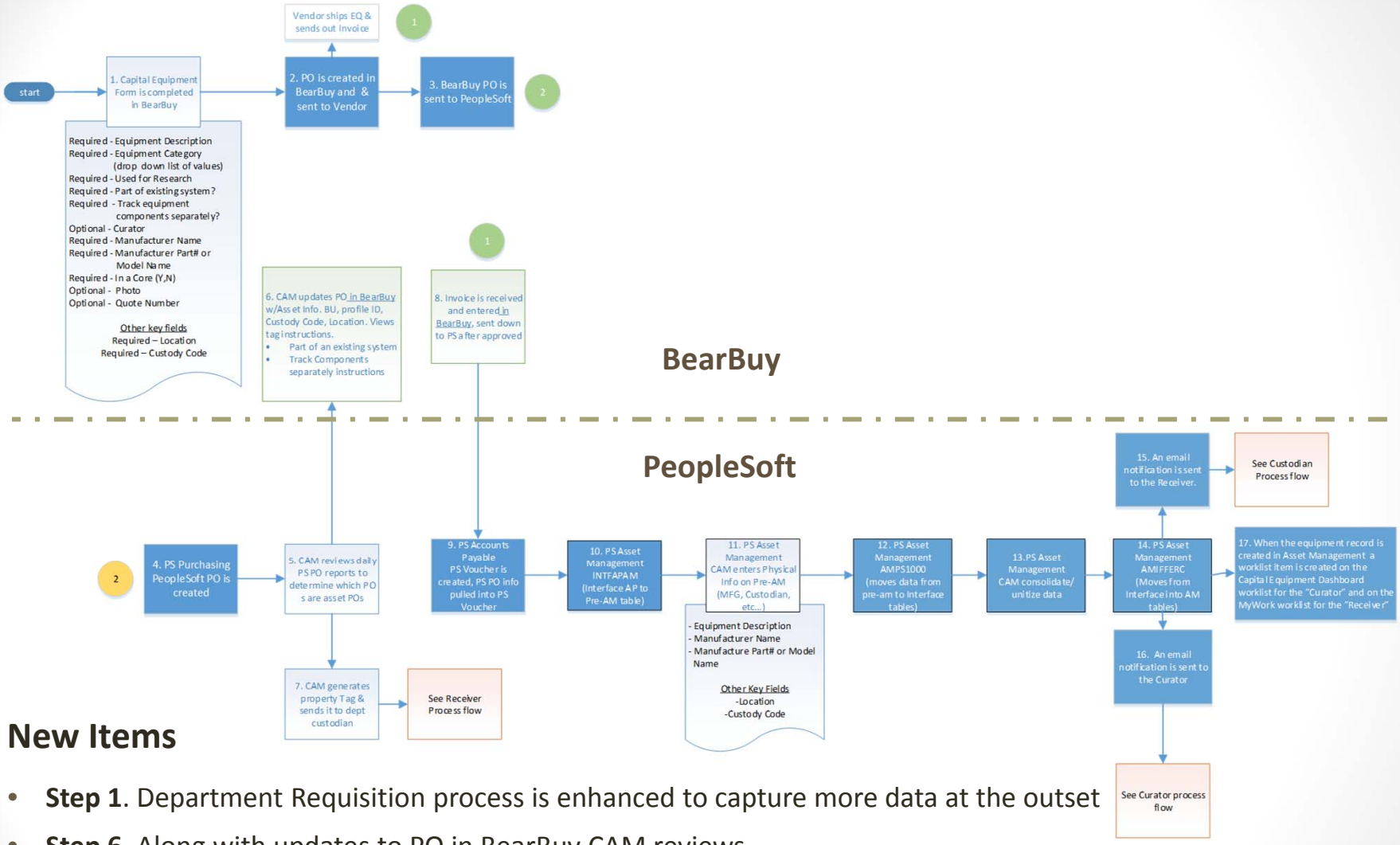
Braun, Ben	Assoc Professor in Residence
Chow, Eric	Assistant Adjunct Professor
Arkin, Michelle	Professor in Residence
Barczak, Andrea	Specialist
McElderry, Thomas	Principal Financial Analyst
Stephanie Louie	Department Manager
Matt Denny	Purchasing Manager
Scott Pegg	ASSOC ADJ PROF-FY
Bill - Willaim Burkholder	Assoc Dir, Scientific Prog Mgr
Shaffer, Christopher	Library
Walantus, William	Research Associate
Lee, Michael	Specalist RRP

- Research Supply Chain Management Advisory Group (RSCMAG)
- Committee of Business Technology (CBT)

New User Roles in Asset Management

System Role	Business Role(s)	Responsibility
Custodian	Custodian	• Receives new equipment online – Marks record as Custodial Reviewed • Review/edit fields related to equipment data. • Assigns Curator if applicable • Creates/submits Equipment Inventory Modification Request (EIMR). • Reviews/submits EMIR requests submitted by Receiver Delegates • Access worklist to monitor and track various equipment onboarding and EIMR activities statuses • Runs various queries/reports
Custodian Delegate	Personnel identified by Custodian	• Receives new equipment online as requested by Custodian • Initiates/EIMR request on-behalf of Receiver and submits to Receiver for review who submits to CAM for review and approval.
Curator	Lab Manager Core Manager *Custodian	• Review/edit fields related to equipment data, i.e., equipment category, keywords, shareable, self-use. Marks record as Curated • Access to Personal View of the Capital Equipment Dashboard to view Equipment requiring Curation.
Maintenance	Lab Manager Core Manager *Custodian	• Use Component of Functionality to Group Equipment records. • Adds service events and maintains comments related to service experience • Stores service contracts documents
RRP Admin	RRP	• Same as that of Curator, however Equipment Dashboard defaults to view all Equipment not Curated for RRP (based on Equipment Categories flagged as Research) • Reviews/Edits and Approves suggested keywords for equipment records • Manages Equipment Category and Keyword set-up for RRP Categories. • Run various queries/reports
Read Only	Users Granted Access	• Has access to the Equipment Search Page • Has view only access to Equipment records • Has view only access to Maintenance pages • Has access to all reports
CAM*	Capital Accounting Management Team	• Have administrative access to Asset Management Module • Review/edit fields related to equipment records. • Review/approve EIMR requests. • Access MyWork (worklist) to monitor and track various equipment onboarding and EIMR activities • Run various queries/reports

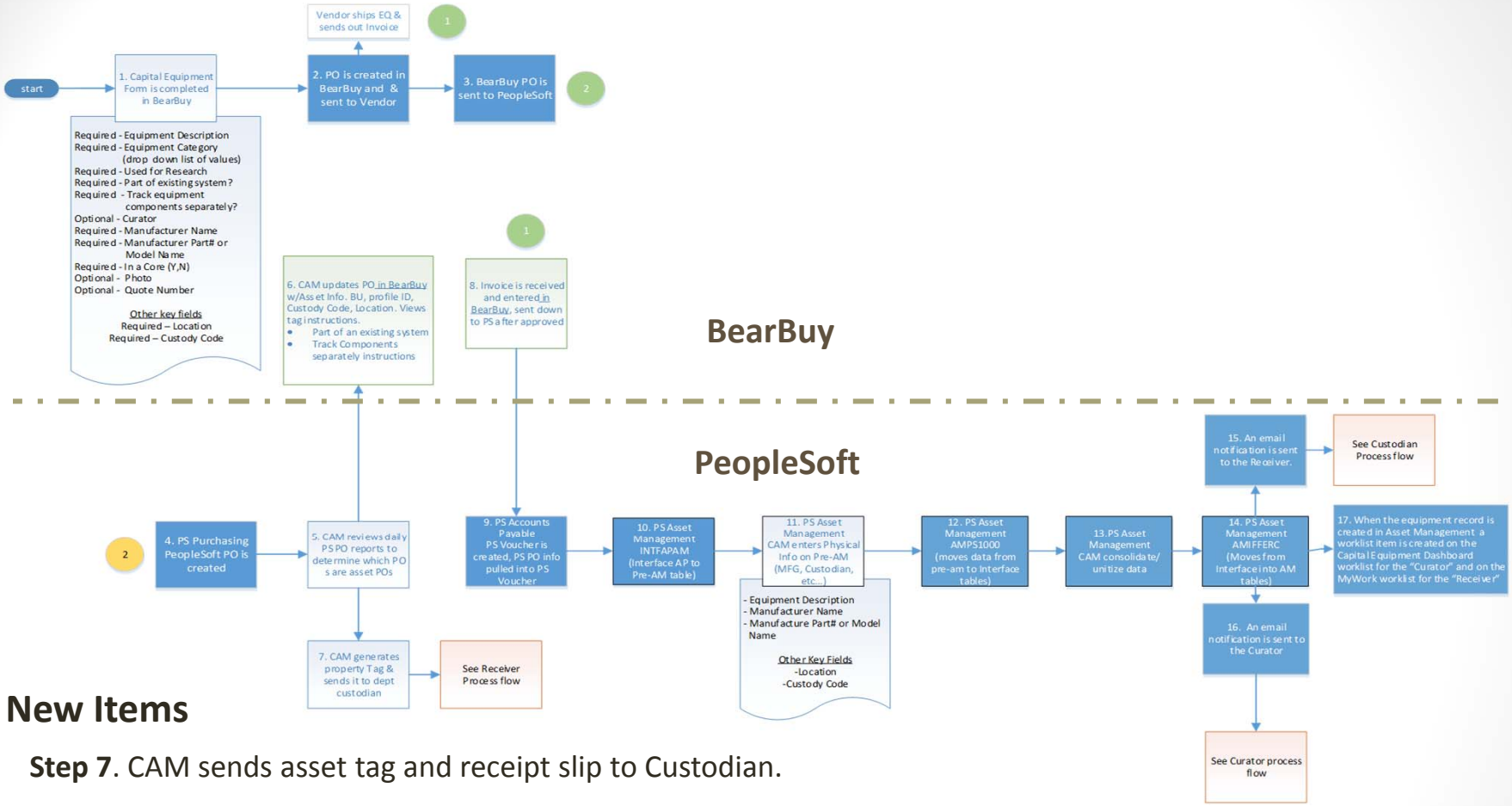
BearBuy to PeopleSoft To Be Process Flow



New Items

- **Step 1**. Department Requisition process is enhanced to capture more data at the outset
- **Step 6**. Along with updates to PO in BearBuy CAM reviews
  - Part of an existing system? Yes/No flag (if yes purchase is added to the value of existing Capital Equipment)
  - Track Components Separately instructions (Cam reviews instructions on how order should be broken up to capitalize pieces separately so that maintenance information can be captured).

BearBuy to PeopleSoft To Be Process, cont.



New Items

Step 7. CAM sends asset tag and receipt slip to Custodian.

- Custodian tags equipment upon physical receipt of equipment. Custodian maintains receiving documents to record equipment information i.e. serial#, manufacturer name etc. online in PeopleSoft once they receive email notification that equipment has been added to the Asset Management module.

Steps 15 & 16 notification emails are sent to the Custodian and Curator of new equipment assigned to their worklist

Step 17 New equipment line item is added to both the Custodian MyWork list and Curators Capital Equipment Dashboard Worklist so that the equipment may be worked by the Custodian and Curator.

3

Improve the ability to search for assets

Dynamic Search Capability Results cont.

- **Added Column Heading Sort and Filter Capability:** user can further narrow results of returned equipment list. Search results present the following equipment attributes:

  - Asset ID
  - Status
  - Equipment Category
  - Manufacturer Name
  - Manufacturer Part # or Model Name
  - Keywords
  - Nick Name
  - In a Core
  - Shareable
  - Contact Name
  - Website – for contact
  - Self Service
  - Condition
  - Department ID
  - Department Name
  - Custody Code
  - Custody Name
  - Custodian Name
  - Location
  - Tag #
  - Last Inventory Date
  - Component of ID #
  - Component of Description
  - Component of Tag #
  - Quote #
  - PO #
  - Placement Date
  - Useful Life
  - Curator Name
  - Equipment Purchase Amount – *is only available via the Equipment Search Page within the Asset Management.*

- **Save Searches as Favorites**
- **Export Results** – Print Report or export to Excel to further manage and print.

Leverage New Functionality in 4 Steps

1. Define your organizations **Equipment Categories and keywords** (*required*)

2. Determine who will be your data **Curators** (*required*)

3. Determine who will be your **Admin** to manage your **Equipment Categories and Keywords** (*required*)

4. Determine if you need to capture maintenance related information (*optional*)

1. Define your organizations Broad Equipment Categories
   - Determine default keywords if applicable
   - Determine laundry list of keywords by category if applicable
2. Determine whom will be your Curators
   - Review accuracy of data, adds additional keywords as needed
3. Determine who will be your Admin to manage your Equipment Categories and Keywords
   - Add new Equipment Categories, approve suggested keywords and manage keywords lists
4. If you need to track Maintenance related information who will need Maintenance access?

Note:

- As part of the new functionally Custodians campus wide are given the Receiver Role to receive and update specific attributes for equipment online.
- Follow PeopleSoft standard process to gain access to the application