Updates from HR

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You are receiving this email as a stakeholder who has access to the OLF Network Drive

Colleagues,

I wanted to provide you a status update regarding the servicing of the OLF network drive as well as several ongoing activities of Human Resources.

**OFL Network Drive**

HR will be discontinuing the servicing the OLF network drive. You will continue to have access to the files and the OLF network drive; however, HR will stop adding new appointment documents to the drive.

At the request of UW System, HR has been transitioning the storage of our digital files to the employee’s electronic p-file in HRS. UW System is requiring all HR departments to use this as the primary repository of all p-file documents. Through our analysis of identifying the processes the HR staff was engaged, it was discovered that HR was replicating the saving and publishing of these files on the OLF network drive to four other areas, not including sending emails with the documents to supervisors and Business Managers. **As this process is currently in transition, please contact hrinfo@uwlax.edu if you need a specific appointment document in the meantime.**

To help improve efficiency in the HR department so that we are not replicating services, ImageNow will now be the primary source for information that was previously found in the OLF drive. HR is transitioning the contents of the OLF to ImageNow and will be adding newly received documents to that medium, point forward, in conjunction with Business Services' current process. This will be the sole digital retention program from which approved campus stakeholders may access the OLF network drive content.

ImageNow allows for more flexibility with access, easier and faster searches for documents and expands access to other critical stakeholders to this information. If you do not have access to ImageNow, and wish to have access, please respond to me in this email to be considered. If you need a brief overview of the program as well, that can be arranged.

Current groups that currently, have access or will have access to the expanded content are:

- Business Managers
- Human Resources
- Business Services
- Budget Planners

**Updates**

As a status update below is a high-level overview of additional items on which HR Operations is working.

- As an update, HR continues to streamline our processes, and HR has now been evaluating with our colleagues in Information Technology Services on how HR can make processes more automated and efficient.
- If you are a receiver or approver of information in PeopleAdmin, please be advised that the automatic email content will be changing to be more specific about recruitment or hiring details and provide you direct links to the approval page for quicker access.
- HR is also working with stakeholders to update the paper EAF form which will help better manage data change requests from departments. More information and a request for feedback will be made in the coming weeks.

As always, please contact me if you have any questions or concerns.