

Huron Administrative Activity Study (HAAS) Purpose

Q1. Why is taking the Administrative Activity Study expected?

A1. Institutional leadership is expecting everyone that can to participate in this study. In order to obtain a comprehensive view of activity within the organization, USHE institutions will need completion levels as close to 100% as possible. Even the senior leaders are participants and have completed the study. Broad participation ensures that we receive an accurate and holistic view of administrative activities across all units of the institution.

Q2. Will the HAAS be used as part of the annual performance review or for potential merit increases?

A2. No. The Administrative Activity Study is not an evaluation of an individual's performance or in any way associated with a classification or compensation review.

Q3. How will the project team use the information from the HAAS?

A3. This HAAS is focused on better understanding distributed administrative operations through the organization which will be key to understanding our potential for operational efficiency and to help guide discussions about alternative administrative models. The project team will aggregate the HAAS responses and look for broad themes to further review. Individual results will not be made publicly available.

Q4. I am having technical difficulties or accidentally submitted the HAAS too soon. Who do I contact?

A4. Please reach out to the project team at USHE.HAAS@hcg.com and detail what technical issues you are experiencing. We will reach out to you as soon as possible.

Administrative Activity Study (HAAS) Process

Q5. How long will it take to complete the HAAS?

A5. Your Activity Study should take, on average, 30 minutes to complete but could take longer depending on the complexity of your job duties and functions. Preparing in advance by reviewing the materials provided (e.g. HAAS Catalog & Worksheet) will help reduce the amount of time it takes to complete the online submission.

Q6. What if I want to come back to the HAAS or change my response later?

A6. Your Activity Study link will remain open until the close date communicated in the announcement email; your study will not be finalized until you click "submit." Progress is automatically saved only after you reach the "Review & Submit" stage, and you can come back to your response by clicking your original link at any point until you either click "submit" or the set deadline is reached. However, we recommend you complete your study in a single sitting. If you accidentally submit and want to have your study re-opened during the response period, simply email the project team at USHE.HAAS@hcg.com and they can re-open your assessment.

Q7. What if I cannot remember everything I do throughout the year?

A7. That's ok – the HAAS is designed to capture your activities throughout the year to the best of your ability. We recognize this is a challenge as certain activities often have different levels of importance

and effort throughout the year. We recommend that you spend time reflecting on your annual duties before you begin the study in order to provide the best possible estimates. Sometimes using prompts like a calendar can help jog your memory on how you spend your time throughout the year.

Q8. If I work more than 40 hours a week, how should I respond to the HAAS?

A8. You will be asked to estimate your average hours worked per week as part of your submission. You will then be able to provide a more detailed breakdown of functions and activities performed, either in percentages or hours.

Q9. What if I do work for other departments? Should I allocate that time in the activity assessment as well?

A9. Yes. You should allocate all substantive administrative and other time performed as part of your regular employment with your institution, regardless of the department in which it is performed. The HAAS is an accounting of how you spend time on regular functions and activities, regardless of unit or department. For example, an employee who works in the Communications Department may spend time regularly performing activities that are categorized under IT.

Q10. Can I allocate less than 1% of time or less than 1 hour on average per week to an activity on the HAAS?

A10. Yes. You can allocate fractions of percentages or hours on the Administrative Activity Study. This will likely be the case when you describe activities that you only do for a short time over the course of a year. For example, you may only perform end of year close-out activities for a couple of weeks per year. Taken over the course of a year's time, that may result in a fractional percentage amount when you estimate an average week.

Q11 Can you start and stop the HAAS?

A11. Yes. However, we encourage respondents to try and complete their HAAS in a single sitting. Your progress is saved automatically only after you reach the "Review & Submit" stage. You can also navigate forward and backward as needed.

Q12. Can I update the department or supervisor listed on my Administrative Activity Study when I receive it?

A12. Yes. At the beginning the of HAAS, you will be asked to verify your name, department, and supervisor. If any of this information listed from your institution's HR file is incorrect, you may update that directly in the study. You may then proceed to complete and submit your HAAS; the updated information you provided will be sent to HR for review and validation.

Q13. How do I account for the time I spend teaching, researching, or performing clinical work?

A13. At the beginning of the Administrative Activity Study, you will be asked to indicate whether you spend any time teaching students for credit, performing research, or providing clinical care for patients. If you indicated "yes", you will then be able to note how many hours or what percentage of time you spend doing so. However, since the HAAS is designed to gather information about administrative activities specifically, you will not be asked to provide any further detail regarding teaching, research, or clinical work.

Q14. What should I do if I just started in a new role?

A14. Participants should estimate time spent on various activities in their current role, even if it is new. For individuals who are newer to their roles, we recommend that they refer to their position description and related onboarding materials, in addition to having conversations with their supervisors, to complete the study as best they can.

Q15 The HAAS asks me to verify my supervisor. The supervisor position in my area is currently vacant, what should I do?

A15. Unless otherwise assigned, employees should go up the leadership chain in their organization (i.e., input the name of their supervisor's supervisor).

Q17. If I don't see my job activities on the tool, can I upload additional documents?

A17. The Administrative Activity Study tool does not allow for attachments. There is an opportunity to allocate time to "Other" activities throughout the study, although it is intended only as a last resort. The details in the catalog are intended to help define the activity to which employees map their time; they are not intended to be an exhaustive list of specific tasks/duties. Participants should do their best to map to the available activities. **Note:** If you having difficulty identifying where an activity you perform should be categorized, please use the search function on the catalog PDF (Ctrl + F) to look for key words or phrases.

Q18. Is the Administrative Activity Study accessible to someone who has low vision and uses assistive technology to navigate the web?

A18. The content in the HAAS is generally compatible with most screen readers (e.g., Jaws). If you have questions or need additional accommodations, please contact the project team.