

**Banner Users Group – Human Resources (BUG-H)**  
**Minutes – Meeting of Wednesday, September 10, 2008**

**Present:** Deirdre Carrico, Christie Chaffin, Garnet McKinley, Libby Nickell, Sherri Noble, Glenna Racer, Jim Stephens, and Bob Walker

**BUG-H Website Update** - Based on a request from BOC, the information currently available on the BUG-H website was reviewed. The question arose of whether or not we wanted the minutes for BUG-H available on the website, and if so, what dates we wanted to put on the website. It was decided that the minutes would be put on the website for a rolling one-year period. The list of members of BUG-H was reviewed, with the changes being needed to remove Sharon Rutherford from the list, and add Garnet, Libby, Christie, and Stephanie. Jim will make the requested changes to the website, and will send the information to BUG-H for review.

**Self-Service** – Bob discussed possible plans needed for set-up of sub-groups for testing of employee self-service and for setting of possible test plans. Bob is currently working on a plan to start testing. Priorities for employee self-service were discussed with a possible option being first working on the data integrity of information provided in view privileges (part of this will be the continued work on the clean-up of deduction records within Banner), approval process within Banner HR, and then possible the time entry and leave reporting aspect. The positive potential for the end user in the view process would be that they would be able to review records related to themselves that they probably would not have access to view within Banner itself. Online approval will need to be set up for self-service before EPAF's, time entry, etc. can be used through self-service

**EPAF's** – The biggest error related to the EPAF relates to FOAPAL errors, where the originator is not paying attention to the information being entered. The possibility of an EPAF being available (potentially for next summer or fall) without dates, where the EPAF can be mandated even for the late transactions based on date ranges provided to originators by the payroll office. This could also potentially open up the availability of the EPAF for one-time payments.

**PAR Issues** – Due to the heavy load of PAR's that is continuing to come through even with the implementation of the EPAF, the Budget Office may request the deadline to HR for PAR's to be pushed back a couple of days prior to the payroll deadline. It was again expressed that a decision was previously made by BUG-H that no salary and funding changes or reclassification are allowed in pay periods of raises.

The meeting adjourned at 10:45 AM and the next regularly scheduled meeting will be on Tuesday, October 7, 2008 from 10:00 to 11:00 AM in the Yeagar Conference Room in Old Main 230B.