

**Banner Users Group – Human Resources (BUG-H)
Minutes – Meeting of Wednesday, February 13, 2008**

Present: Larry Barnhill, Deirdre Carrico, Christie Chaffin, Garnet McKinley, Sherri Noble, Glenna Racer, Jim Stephens, and Bob Walker

Fiscal Year End Schedule – Jim introduced a sample document for a fiscal year end schedule for personnel transactions for regular-status faculty and staff. The schedule gives the deadlines for PAR's to be received in HR for the various effective dates at year end (June 16th, July 1st, and July 17th). A small wording change was recommended to the description, and was then approved by the group to be placed on the Human Resources website and sent out the first of May and the first of June to affected parties.

PR Addresses within Banner – Deirdre raised the question of who was updating PR addresses within PPAIDEN, and the overall responsibility for the different addresses. The process to begin pulling the MU11 file out of Banner is raising questions, as an address must be included. The current plan is for the file to follow the logic of the Banner Interface to the EPICS system and use the WP address when available, and revert to the PR address as a backup. A previous commitment was revoked to increase dependence on the WP address, which is maintained by Payroll. Several possibilities were discussed for increasing the integrity of the WP address, including the possibility of seeing if possible to allow employees to change on line. A second issue related to the information required for the file is related to the fact that a county is required for processing the file, but is missing on many addresses within Banner. Glenna is to ask Erica to run a report to include all regular faculty and staff without a WP address and individuals without a county entered into Banner. No solutions were determined, but the address entry and maintenance will be reviewed prior to the next BUG-H meeting.

Update of Seniority Dates within Banner – Deirdre also raised the question of who is currently updating the seniority dates within Banner, and how often these are being updated. The dates are now being used as part of the calculation of the amount of increment payout due to employees who are leaving midyear. Glenna said that while the faculty information is only updated once a year, staff information is updated when PAR's are submitted to return an employee from a leave of absence or to note a leave overdraft. All information that is entered is based on submitted PAR's.

Purging of I9 Records – I9 records at MU have been collected since 1986, but are purged periodically, with a purge beginning recently. Based on I9 guidelines, I9's are to be held the greater of three years after the I9 is completed or 1 year after termination. The current process is purging employees who have had a job within Banner.

Self-Service for Banner HR – Bob sent a notification to BUG-H that MU has purchased the Banner Employee Self-Service add on. The last update was to have it in PreProd for testing and configuration by April 2008 with a go live date by the end of this calendar year. The training manuals for the self-service are currently available on the MU Banner Documentation website.

Personally Identifiable Information & Value Based Security – Bob relayed to the group that BOC has currently been proceeding with programs to limit the availability different users have to look at Personally Identifiable Information within Banner, including social security numbers. The settings could enable different users in different roles to see all, none, or part of the social security number. The possibility could also be introduced in the future for the availability of selected information to be limited on an organization-based security. Value Based Security would enable certain fields on a form to be turned off based on a user's role.

EPAF – EPAF's for summer 2008 are now in Preprod with testing to prepare them being in the early stages.

Position Definitions – Garnet brought a listing of definitions of the various positions and the issues related to some to the meeting. She asked that everyone review the list before the next meeting.

The meeting adjourned at 11:15 AM and the next regularly scheduled meeting will be on Tuesday, March 11, 2008 from 10:00 to 11:00 AM in the Human Resources Conference Room.