

Banner Users Group – Human Resources (BUG-H)
Minutes – Meeting of Tuesday, April 8, 2008

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

Default Hours/Earning Code – The mass apply process for the EPAF is causing issues in entry by adding an additional default hours/earning code within NBAJOBS rather than overriding it. In order to correct this problem, it was proposed that the earnings code of REG be removed from defaulting in on the positions currently being used for EPAF. Due to the fact that the information must be deleted and changed when received by the payroll staff, it was further proposed that the default value be removed from all lump-sum position. There was no issue with this change, so Glenna will take care of making this change.

Numbering Sequence of Suffixes on Lump Sum Positions – Discussion was introduced of the current numbering system of sequences within Banner HR as some individuals are nearing 99 for especially overtime or part-time faculty positions. The field is limited to two characters, with currently all numeric values being entered. One possibility discussed to correct this problem was the reuse of suffixes multiple times during the year. No decision was finalized, with the discussion to continue at a future time.

Lump Sum Positions – Discussion of the above two agenda items sparked a discussion of the issues with the current lump sum position classifications in Banner HR. The initial question related to whether e-classes or position classes may need further breakdowns in order to meet the need for various classifications. One situation specifically addressed related to the use of the part-time faculty e-class/position for both true adjunct faculty and overload positions, with all administrative, research, teaching, etc. grouped together. In addition to discussion of the e-class/position class breakdown, it was further discussed whether new account codes may be needed. No decision was finalized, with the discussion to continue at a future time.

Self-Service for Banner HR – Based on comments from Terri Tomblin-Byrd, there is a significantly higher number of hours of service estimated for installation of Banner HR compared to Banner Finance. There was discussion over the fact that various areas within Banner HR are not being used presently based on current procedures, and the effect this may have on installation. Bob said that it may be possible to limit the deductions that employees can view and/or adjust through Self Service. Further possibilities discussed were whether it would be possible for a change to be entered through self-service, with the change not becoming effective until approved by the appropriate individual.

Banner HR-related Document Flow – The Banner Xtender product that was purchased in addition to employee self-service was discussed in conjunction with the various documents that flow through various offices. The document-imaging products offer the ability to attach a document image to something or otherwise store the images within Banner. Discussion was made of the various options for scanning information. Bob gave a description of the product and what it may offer. Banner Xtender does not have any notification attached to a document being added, or with any workflow built in. The product is really only related to storage of documents, not for processing of documents. Based on this, the determination was made that it sounds as if documents should not be scanned until all processing is fully completed.

EPAF – The EPAF's for summer 2008 are now completed and ready for training. Everything is prepared for a full roll-out of the EPAF's for summer school faculty positions to all individuals who are currently employees of the university. The individual areas who will be submitting EPAF's have been divided into groups for the training purposes. In the training, the individuals will be setup on temporary accounts in

Banner Pre-prod, so that EPAF's can be fully entered. The EPAF routing queues will be set up for the individuals attending training.

The meeting adjourned at 10:55 AM and the next regularly scheduled meeting will be on Tuesday, May 13, 2008 from 10:00 to 11:00 AM in the Human Resources Conference Room.