

Banner Users Group – Human Resources (BUG-H)
Minutes – Meeting of Tuesday, May 13, 2008

Present: Butch Burriss, Deirdre Carrico, Christie Chaffin, Sherri Noble, Glenna Racer, and Erica Thomas

Date Criteria for PEAEMPL – The rationale behind the various dates on PEAEMPL was discussed, as the dates will now be used as a field for the WV11 file that is submitted to the State Budget Office. Discussion was made of whether the original hire date should reflect the first day an individual is hired for work at the university in any position (as is current practice), or if the original hire date should reflect the first date the employee is employed in a benefits eligible position. Currently, the original hire date, using the first day employed at the university, is interfaced to EPICS as the hire date, but the WV11 file is submitting the first day an individual is employed in a benefits eligible position. It was determined that at this point the dates would be left as is but may be subject to future discussion.

Project List – The BUG-H project list was reviewed, but no changes discussed. The next EPAF's to be projects were discussed. It is planned that the EPAF's for part-time faculty and graduate assistants will be available for use for Fall 2008 pending development, testing, and training.

EPAF – The EPAF's for summer 2008 have begun being used, with the previous week being the deadline for the first payroll of summer school payments. The major problems being had by individuals include originators choosing the same suffix for multiple EPAF's and the employees choosing the wrong date. The EPAF's have been able to be applied, with an almost 99% success rate, with few problems after they have been fully approved.

The meeting adjourned at 10:30 AM and the next regularly scheduled meeting will be on Tuesday, June 10, 2008 from 10:00 to 11:00 AM in the Human Resources Conference Room.