

Banner Users Group – Human Resources (BUG-H)

MINUTES

HR Services Conference Room, 207 Old Main

July 6, 2010

Present: Shyla Abraham, Amanda Archer, Michelle Douglas, Mary Ellen Heuton, Ann Knotts, Sherri Noble, Juanita Parsons, Glenna Racer, Erica Thomas.

Old Business

E-Classes: Mary Ellen stated that she received information from WVU on the e-classes.

EPAF Report: Glenna reported that EPAFs for fall and spring are ready. Academic Affairs had been notified. Mary Ellen asked if EPAFs can be used in Self-Service. Glenna and Erica stated that more testing needs to be completed after changes are made to Self-Service.

Leave in Banner: Nothing Reported.

New PAF Forms: No comments on the New PAF forms being received. The only issues are user errors. Michelle questioned if we were going to be training users on the new forms. Glenna suggested that training can begin August 1, 2010. Mary Ellen questioned what departments should be checking so that we will know all processes before training should begin. This information would help to retrain employees to check all information properly. The group is to prepare a list of information they check for PARs and send it to Glenna by July 9, 2010.

SCT Consultant: Glenna updated the group about the visit from the SCT consultant. She informed the group that the visit went very well and will be meeting again the end of July.

Self-Service: Self-Service is loaded in pre-prod and will be loaded in production soon.

Supervisors – Positions and Jobs: It was suggested that supervisors need to be placed on the position rather than the job.

Total Compensation Statement: Waiting for additional information.

Workflow: Waiting to be uploaded.

New Business

Update from BOC: Glenna explained the issues going on in Banner HR. They want to know about the different roles. She stated that she and Erica will be working on gathering that information.

Next Meeting: Tuesday, August 3, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.