

Banner Users Group – Human Resources (BUG-H)

**MINUTES**

HR Services Conference Room, 207 Old Main

August 3, 2010

*Present: Shyla Abraham, Amanda Archer, Michelle Douglas, Mary Ellen Heuton, Sherri Noble, Glenna Racer, Erica Thomas, Bob Walker.*

**Old Business**

**E-Classes:** Group decided that adding RR to the Group Code in PEAEMPL and then changing to RR when needed.

**EPAF Report:** Erica gave a report on the progress of the summer, fall, and spring EPAFs. To date, there were 29 to apply, 431 pending, and 26 waiting. The main issues reported were choosing the suffix and deciding whether to use New/Terminated or Current EPAF.

**Leave in Banner:** Nothing Reported.

**New PAF Forms:** It was decided to postpone new PAF forms.

**Self-Service:** The group went through the list of HR Self-Service functions and made the decision as to what needs to be made active.

**Supervisors – Positions and Jobs:** Group discussed placing supervisors on NBAJOBS or NBAPOSN. Amanda asked how the list would be maintained. The group decided to put the Supervisor information on NBAPOSN. Glenna and Michelle explained the difference between position supervisors and job supervisors.

**Total Compensation Statement:** No Reporting

**Workflow:** Supposed to be installed in August. The training may take place in September or October.

**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.

**New Business**

**SCT Consultant Visit:** Glenna reported that the meeting with the consultant last week was great and very helpful.

**FN Employees & AEI Payouts:** Sherri reported that some FN employees may not have been paid for their AEI's. The group agreed that the AEI process needs to be analyzed. The question is to payout in May at the end of the year or not. If so, Amanda will need the AEI report by May 1<sup>st</sup>.

**Budget Processes:**

**Salary Planner** - Update to Jobs and Positions. It is a key part of Employee Self-Service.

**Freezing Positions** - Amanda said that she and Ann discussed freezing positions in October. If a position is frozen, the department will have to contact budget to unfreeze it. This will be for vacant positions or positions with no budget.

**Faculty Compensation Module** - This functionality came with Banner 8.0. It will streamline the hire process and may save time and money.

**NTRINST - Warning or Error** - The NTRINST form is currently set to warning. It was set to errors years ago and changes to NBAJOBS would not go through correctly which caused double budgets.

**Common Matching for HR** - Common matching is turned on by module. It was thought that it was being used on the Student Module. It has not been determined if it will be used on the Human Resources Module.

**Web-Time Entry (WTE):**

**Requirement for All Supervisors (MURC, Rec Center, UP&S) to be employees with position and job** - Payroll is planning to go live with WTE August 16, 2010. This means that there will be no more timesheets for hourly employees. The dates for training are to be determined. All approvers for MURC, Rec Center, and UP&S will have to be set up with employment records, jobs, and positions in Banner.

**PSAORGN & PTRUSER updates for time sheets** - The group questioned if approvers in WTE need to be listed in PTRUSER and PSAORGN. It was determined that approvers must be listed on both.

**Cell Phone & Internet Stipends:** Glenna asked why there are ending dates on PARs for cell phone and internet stipends. Shyla explained that the dates are on there because the funding source changes.

**Next Meeting: Tuesday, September 7, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.**