

Banner Users Group – Human Resources (BUG-H)  
Marshall University

**MINUTES**

Meeting of Tuesday, August 4, 2009, 10:00 a.m.  
Human Resource Services Conference Room, 207 Old Main

Present: Deirdre Carrico, Mary Ellen Heuton, Garnet McKinley, Sherri Noble, Juanita Parsons, Glenna Racer, Jim Stephens,

Minutes of Previous Meeting: Minutes from the July 7, 2009, BUG-H meeting were approved as printed.

Old Business:

EPAF Update: Glenna Racer provided an update on EPAF development and usage for fall 2009. Colleges are now entering Graduate Assistants and Part-Time Faculty. She distributed a list of EPAF issues raised by those contacting her in Erica Thomas' absence. For example, a wrong query date leads to no budget. The types of problems being reported indicate that these same issues will occur when EPAFs are prepared in self-service and are caused by individuals making fundamental mistakes. Also, some individuals keep popping up as not knowing how to prepare and submit EPAFs properly. Users need to attend training or be directed to do so by their dean. Also, we need internal agreement among stakeholder offices so that we are not providing users with conflicting information.

Banner 8.0 Implementation and Testing: Glenna encouraged a testing meeting and shakedown of Banner 8.0 on a group basis. BUG-H agreed and authorized her to set a date (hopefully during August due to 8.0 implementation date) and secure a meeting room such as Drinko 349.

Security Roles and Forms Ownership: Glenna stated that she and Erica have been set up to create and modify EPAFs. A new/revised security role is needed to provide form privileges to those who create/modify EPAFs. Glenna requested and BUG-H provided approval of this proposal. Glenna and Erica will develop and recommend to IT the security role and indicate which forms and what kinds of privileges to include.

Supervisor Information: No further report. Glenna stated that we are still expecting a spreadsheet of IT supervisors which Bob Walker will work with to get supervisors entered.

BUG-H Project List: Jim Stephens will convert the project list to a spreadsheet format.

New Business:

Project Related Subcommittees: This item arises from the BUG-H Project List. BUG-H named some individuals to the committees identified below.

EPAF/PAR Processing Subcommittee: Mary Ellen Heuton, Chair; Glenna Racer; Deirdre Carrico; Garnet McKinley (will coordinate with Deirdre); Erica Thomas; Betty Cook; and Sherri Noble or Carol Hurula; and Carla Adkins.

Leave Tracking and Timesheet Automation Subcommittee: Glenna Racer, Chair; Lisa Henry; Andrea Koutsunis; Tres Baumgartner; Anita Hill (a leave coordinator for a large department); Jim Stephens.

Bob Walker will be asked to assist both committees with technical issues. It was suggested that both subcommittees convene and meet before the end of September 2009.

Membership of BUG-H: Mary Ellen Heuton proposed and BUG-H approved that Tres Baumgartner be added to BUG-H. Shyla Abraham will serve as an alternate to Tres.

September Meeting Rescheduled: Due to member absences, it was proposed and approved to move the next meeting to Tuesday, September 8, 2009. The location will be determined and sent to members.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, September 8, 2009, at 10:00 a.m. in the Human Resource Services Conference Room.