

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

MINUTES

Meeting of Tuesday, October 6, 2009
Human Resources Conference Room, 207 Old Main

Present: Shyla Abraham, Deirdre Carrico, Mary Ellen Heuton, Garnet McKinley, Sherri Noble, Juanita Parsons, Glenna Racer & Erica Thomas

Minutes of Previous Meeting: Minutes from the September 8, 2009, BUG-H meeting were approved as printed.

OLD BUSINESS

EPAF Update: EPAF's for Spring Semester are ready to be used.

There was some discussion concerning issues Payroll is having with duplicate EPICS numbers being automatically generated when an EPAF is done as a new employment . It was not understood how this was happening since it is not coded in the EPAF as new employment. Erica will check this out. It was also brought up that the date is sometimes manually being changed by Payroll from September 1 back to August 17 for example.

An EPAF demo will be set up in the Human Resources Conference Room so some members of BUG-H who have never seen one will more easily understand what they look like. It was also discussed that training will be provided by Human Resources when an area requests a refresher course or more training. Perhaps it could be brief with opening it up for questions and answers.

It was suggested that if you are not a member of the Banner List-Service, it would be advantageous for you to join.

Project Related Subcommittees: No meetings have been set up yet for the committees previously defined. In addition to those committees, Mary Ellen is heading up a committee to coordinate with MURC, Foundation, etc. person information in Banner.

PAR's – No I9 Progress Report: Glenna and Nancy are having weekly meetings to see what PAR's are being held and are making contacts with the departments. Glenna is working on setting up some I9 training. Most of the problems seem to be with Graduate Assistants & Part/Time Faculty. The two areas most guilty of not getting their I9's done promptly are Athletics and Residence Services. Training needs to be set up for them where they will be told it is their responsibility to see to it that the I9's are done.

NEW BUSINESS

Notification of Personnel Changes: A lengthy discussion was had concerning employees leaving the university, or just transferring from one department to another, with no one being notified to suspend current privileges to Banner (org security), P-Card, keys, etc. Human Resources has a "Departing Employee Information" form to be completed and checked off on when an employee leaves but the form is not required to be turned in to anyone to be sure that all bases were covered. There probably should be a "gatekeeper" in charge of this since numerous employees are leaving or changing status with this not getting done.

Employment Without Proper VISA information: There was a brief discussion concerning employees being hired and starting to work without proper documentation and I9 completion being submitted to Human Resources. There are times when these employees may work a month or two and then the job ends and the department finally does a PAR when they have not even done their I9 yet or submitted proper documentation showing that they are eligible to work. This could become a liability for the university not having proper documentation on file.

Adjunct Faculty Mileage: Juanita inquired as to what our policy is for paying mileage to Adjunct Faculty since she has been asked that question. The consensus was that we don't normally do this unless the employee is teaching a class away from his or her home area.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, November 3, 2009 at 10:00 a.m. in the Human Resources Conference Room.