

Banner Users Group – Human Resources (BUG-H)
Minutes – Meeting of Tuesday, October 7, 2008

Present: Deirdre Carrico, Christie Chaffin, Garnet McKinley, Libby Nickell, Sherri Noble, and Glenna Racer

Maximum Hours for Student Employees - Garnet raised the question of whether or not any current official procedure is in place at the university governing the number of hours a student can work during a week when class is in session. Under IRS regulations and Homeland Security regulations, an international student under a student visa cannot work more than 20 hours a week. Garnet believes that in order to enforce the view that the student's employment is secondary to their classwork, a policy is needed to enforce that students work a maximum of 20 hours a week any week class is in session. A variation discussed was that students be allowed to work more than this as needed when classes are not in session. Glenna will ask Jim to draft a procedure based on this for BUG-H to review and forward as necessary for approval.

Rounding of Funding Percentages in Banner – The current procedures of entering the percent of salary to be taken from each funding line is currently varying between various systems causing rounding issues. Currently, the WV11 file submitted to Charleston is able to be submitted with only two digit percentage information. Banner is allowing 4 digit percentage information, but is calculating amounts based on the rounding at 3 digits. All 4 digits of percentage information interfaces to EPICS and is used for calculations there. In order to avoid issues of rounding, it is suggested that all percentages be entered in Banner using only 2 digit percentage information for all positions. This will allow all information to be calculated similarly across all systems.

EPAF Due Dates – The due dates of EPAF's for graduate assistants and part-time faculty for the spring semester to the various offices was discussed. In order to allow sufficient time for all information to be audited and applied, EPAF's will ask to be applied prior to December 8th for all returning employees with a January 1st effective date. EPAF's will need to be applied prior to January 8th for all new employees with a January 17th effective date. An email notification will be sent to employees reminding them that the EPAF should be used for all part-time faculty and graduate assistant positions, with a mention of the dates along with notification that individual Vice Presidents may require earlier deadlines. A possibility may be worked to of a blank EPAF for late PAR's with a possible rollout date for fall 2009. This would then work towards the enforcement of no paper PAR's being accepted for part-time faculty or graduate assistant positions

The meeting adjourned at 11:20 AM and the next regularly scheduled meeting will be on Tuesday, November 4, 2008 from 10:00 to 11:00 AM in the Human Resources Conference Room.