

MINUTES

Meeting of Tuesday, November 3, 2009, 10:00 a.m.,
HR Services Conference Room, 207 Old Main

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

Minutes of October Meeting: The minutes of the October 6, 2009, meeting were approved as printed.

EPAF Report: No EPAF update provided.

Benefits Statement: University administration desires a total compensation statement for each employee. Mary Ellen and Glenna, who are working with a group to generate this kind of report, provided an update. Progress continues on a potential report. They are hopeful of generating a report at the end of June to coincide with the start of the new fiscal year.

Sick Leave Buyback: Garnet McKinley reported on plans to handle reimbursements to the Department of Administration for sick buyback payments for recipients who are not paid from legislative appropriation. A new account code has been established for this purpose which is 6001G. Since the source of salary funds has important implications for the University, Human Resource Services will notify the Budget Office promptly when an application for buy-back is received. If the salary funds source is not legislative appropriations, the University has to directly pay the Department of Administration.

Virginia Tech EPAF Report: Glenna reported on a contact with a representative from Virginia Tech who described their utilization of the EPAF. They process EPAFs for new hourly employees (student and non-student), graduate assistants, and adjunct faculty. They state that their EPAFs are entered by departmental secretaries. They do not enter effective dates for wage employee new hires but rather utilize standard default dates. They have some limited capability to enter jobs retroactively.

Training: Glenna discussed a revamping of the Banner “view” training to refine and strengthen the information that EPAF users need. Training will be more extensive and will result in the issuance of certificates of competency that will need to be updated periodically.

Banner HR Privileges Request Form: Glenna distributed and discussed some improvements to the Banner HR Privileges Request Form. It is proposed to include new categories of processes related to HR administrators/employees and Payroll administrators/employees. The set of forms and privileges that needs to be attached to each role will be determined. Thereafter, obtaining the privileges necessary for the particular work function will be easier to do.

Possible Revision to Employee Requirements: Glenna reported on an item on the Banner listserv that a patch to Banner may eliminate the need to enter the race and gender for establishing eligibility for employment. This information is important and should be entered but users are defaulting Caucasian as a race code when that may not be correct.

Next Meeting: Tuesday, December 8, 2009, 10:00 a.m., HR Services Conference Room, 207 Old Main.