

**Banner Users Group – Human Resources (BUG-H)**  
**Minutes – Meeting of Tuesday, November 5, 2008**

**Present:** Deirdre Carrico, Christie Chaffin, Garnet McKinley, Libby Nickell, Sherri Noble, Jim Stephens, and Bob Walker

**Employee Self Service** - The departure of Terri Tomblin-Byrd from Information Technology was discussed for its effect on the implementation of Banner xTender Solutions and the various Self-service products. Since Terri was the primary contact for these projects, it was discussed that further intensive action on the implementation of these projects be put off until a new contact person is put into place in order to avoid any changes that might be needed when the contact is later changed.

Bob said that a large portion of employee self-service is very heavily integrated into the approval queue setup within the Banner HR module. The specific things related to the approvals at the most in-depth level include leave reporting, hourly time entry, and EPAF's through web entry. The queue maintenance for these approvals is very similar to the setup in finance. Banner HR is currently setup for MU on a "hierarchy" basis with individuals assigned roles, but specific individuals not being directly tied together. For example, Erica has set up the various hierarchies for the EPAF's, giving the role of each individual that must approve. The end user, however is responsible for choosing the individuals to populate each level. In order to meet the needs of approvals related to self-service, it was suggested that procedures would be needed to determine how the approvals would be setup along with who the responsible party would be. Bob mentioned some of the current procedures on the finance side including various forms required to give individuals any level of authority. The approval queues on the finance side are also managed centrally with requests for authorization coming from the individual approver to a centralized location. Since all of the information and setup is heavily tied to the direction of the self-service project, it was suggested that further discussion on this topic be put off until the December meeting in hopes that a new IT contact person for the project will be known. A step that will be continued in the meantime is the clean-up of the various Banner HR deductions to more correctly match the deductions in EPICS.

**AEI Procedure** – Jim said that upon his review, the AEI procedure currently available is out-of-date. Jim will revise the procedure to be in line with the current situation, and will bring back to BUG-H for review.

The meeting adjourned at 10:30 AM and the next regularly scheduled meeting will be on Tuesday, December 2, 2008 from 10:00 to 11:00 AM in the Human Resources Conference Room.