

Banner Users Group – Human Resources (BUG-H)

MINUTES

Meeting of Tuesday, December 1, 2009, 10:00 a.m.,
HR Services Conference Room, 207 Old Main

Present: Glenna Racer, Jim Stephens, Mary Ellen Heuton, Shyla Abraham, Erica Thomas, Juanita Parsons, Sherri Noble, Bob Walker, Mike Allen (representing Garnet McKinley), Deirdre Carrico

Minutes of November Meeting: The minutes of the November 3, 2009, meeting were approved as printed (following minor revision on December 1, 2009).

Old Business:

EPAF Report: Erica Thomas reported that Jan Fox has asked for no paper within a year with respect to personnel actions. There are implications in this that have to be carefully considered. The accuracy of data input will have to dramatically improve. Should BUG-H present concerns to Jan? Mary Ellen Heuton stated that we have fundamental issues that have to be resolved before moving toward a paperless environment. Glenna Racer stated that the development and implementation of the EPAFs will take more time and may not accommodate a one-year deadline. EPAFs also have implications for Payroll staff that presently process PARs – a shift toward more analytical activity and less data entry.

Project Related Subcommittees: Glenna provided an update. The Leave Subcommittee has had its first meeting and will meet again in December. They are looking at leave forms and leave rules and trying to determine if that is how we want it to work. Traditional payroll and arrears payroll raises some questions about the best time to accrue leave. The Leave Subcommittee will not make changes to the leave processes without bringing proposals to BUG-H.

Total Compensation Statements: No report at this meeting.

Testing of 403(b) Deduction Codes and Employee Eligibility: Glenna stated that the group of persons eligible for participation in 403(b) plans has been expanded. Also, effective January 1, 2010, we will stop taking payroll deductions for 403(b) plan vendors other than TIAA-CREF and Great West. This has implications for the Banner deduction codes.

New Business:

Welcome Returning Member: Erica Thomas has re-joined BUG-H. This was approved by on-line voting prior to this meeting. BUG-H agreed unanimously to place Erica Thomas in the non-voting BOC member slot formerly occupied by Christie Chaffin.

2010 BUG-H Meeting Schedule: Glenna inquired about a meeting schedule for calendar 2010. BUG-H agreed to use the first Tuesday of the month at 10:00 a.m. Glenna will set meeting appointments for 2010.

HR Efforts in Position Alignment: Glenna led a discussion of the need for alignment between job duties and Banner responsibilities (and evaluating the training needs related to that). Position

requirements need to be set to agree with Banner participation responsibilities. The suggested process is to add specific skills to Banner position descriptions. Needs can be determined from completing a survey (sample attached to minutes). Appropriate entries can be made in Banner form PAAPREQ, Position Requirements (sample screenshot also attached). Completion of the survey will be requested with e-mails.

Banner Document Scanning: Glenna inquired about protocols for document scanning. If a document is scanned into Banner, how long do you keep the original document before discarding the original? BUG-H agreed to follow a uniform process for scanning, classification (assignment to Banner record), and retention/destruction of input document.

Next Meeting: Tuesday, January 5, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.

Attachments

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