

**Banner Users Group – Human Resources (BUG-H)
Minutes – Meeting of Tuesday, December 11, 2007**

Present: Larry Barnhill, Deirdre Carrico, Christie Chaffin, Garnet McKinley, Michael McGuffey, Sherri Noble, Glenna Racer, Jim Stephens, and Bob Walker

Reporting Needs within Banner HR - Michael McGuffey was invited to BUG-H to explain some of the information that is needed from Banner for Institutional Research and Planning. One area needed is related to Supplemental pay for faculty (such as summer school), a purpose is needed (such as administration, research, instruction, other). Graduate Assistants need to be able to be identified separately from other types of student assistants. A purpose is also needed for GA's including instruction, instructional assistant, research, clerical, etc. The information, especially regarding summer school, is needed in order to compare revenue to expenses for certain periods and classes. The list of summer school positions needs to be able to be broken out for the different purposes, and also single individuals serving multiple purposes need to be broken out. Currently it is dependent on the comments field of the PAR to determine the purpose. Discussion was made on the possibility of using a field on the PAR to determine purpose. A six digit code is currently used in the expenditure schedule to identify full-time positions, but it is currently rarely used on PAR's. The possibility was discussed of having 4 options, such as Admin, Teaching, Research, and Miscellaneous and associating one six digit code per functional category. The possibility was also discussed of changing the position code to break out the different categories. Larry proposed a subcommittee be developed, of perhaps Glenna, Deirdre, and Garnet to define the distinctions for each lump sum position. This would then enable the possibility of breaking out different positions into further earnings codes. Michael is to discuss the break out further with Sherri to see how many different categories of EPAF's could potentially be needed.

Employee Verification – A couple areas have discussed the need with Jim to have the ability to verify employee status. Bob has created a report in ARGOS where when an ID number is entered along with a specific date, an individual could be identified as having an actual job within Banner. The e-class is currently being displayed on the report, but it is based on the e-class currently given within PEAEMPL. It was discussed changing the label on this field to be "Primary e-class". The report is currently operating on the side where it is not restricted by organization level security. A problem discussed related to the report is the timing issue, where a part-time faculty might not show up as an employee if the PAR had not yet been processed. A further update to the report was discussed to label whether or not an individual is a current employee is as of the effective date entered.

MURC Employees on Banner – HR formerly entered MURC employees in Banner, and based on their access to the ADP file, HR would terminate the employees when necessary. When MURC quit providing the social security number in the file, HR was unable to easily identify the employees, so this process was ended. Glenna suggested that a list be provided of the MURC employees currently entered in Banner to the MURC payroll office so that they could review the status, and terminate any former employees. When an extra-help position for example moves to MURC payroll, their e-class is not currently getting updated. The possibility was discussed of an EPAF being used by MURC to set-up and terminate only employees in the RC e-class. Glenna will call Perry and discuss this with him, along with the possibility of getting a social security number or other identification to compare within Banner.

EPAF – The EPAF sub-committee group will meet after the holiday break to get a calendar determined for running the EPAF for Summer 2008.