

Banner Users Group – Human Resources (BUG-H)

MINUTES

HR Services Conference Room, 207 Old Main

March 2, 2010

Present: Garnet McKinley, Mary Ellen Heuton, Shyla Abraham, Carol Hurula, Juanita Parsons, Amanda Archer, Glenna Racer, Erica Thomas, Bob Walker

EPAF Report: Glenna addressed the group about the summer school dates. Erica will revise the dates in Banner PreProduction and Production for testing as well as the instruction sheets. A notification will then be sent to the academic areas when they can begin EPAFs. Carol will send a list of new employees that need training.

Kronos: Mary Ellen reported that consultants will be on campus March 25th and 26th. She stated that they will need to meet with HR for one hour on the 25th. She also stated that she will go to the next Staff Council meeting to present the Kronos proposal.

Business Processes Group: Mary Ellen stated the business processes group will meet and focus on the PAR process. The group will discuss what resources are available along with the possibility of outside resources. Tim Weingart is working on modeling the Payroll process and is almost completed.

New PAF Forms: Glenna presented the drafts of the new PAF (PAR) forms. There were three different forms (New/Rehire, Status Change, and Separation). She asked the group to look over the forms and make suggestions or changes if needed. The group made some suggestions but asked if they could take them back to their offices for further analysis. Glenna questioned whether funding needed to be on the Separation PAF and Amanda Archer requested that it remain on the form for a time period. Mary Ellen asked if the Status Change form would go through HR. Glenna said that some of them would need to. Garnet asked if all the signatures still needed to be on the new forms, and Glenna asked if MURC needed to be listed. Garnet explained that MURC needed to be listed on the forms for grant approvals.

Employee Leave to Banner Project: Mary Ellen asked if the leave in Banner project is moving along and Glenna stated yes.

Next Meeting: Tuesday, April 6, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.