

Banner Users Group – Human Resources (BUG-H)

MINUTES

HR Services Conference Room, 207 Old Main

April 6, 2010

Present: Amanda Archer, Mary Ellen Heuton, Sherri Noble, Juanita Parsons, Glenna Racer, Erica Thomas

Year End Closing: Sherri reported that June 8th is the last day to submit PARs for this fiscal year. However, on the HR schedule it is June 10th. An email reminder will be sent out about the calendar.

EPAF Report: Glenna said that in order to complete testing and training for FY11 EPAFs, money needs to be added to budgets. A meeting between HR and the Med School will be scheduled to discuss processing EPAFs for fall. Erica also handed out a chart on the progress and future development of EPAFs. Sherri Noble stated that tuition waivers will be given to the Deans and that Approver permissions for EPAFs need to be given to the Graduate School to verify funding. Glenna and Erica will schedule a meeting with Jan Parker, Sherri Noble, Carol Hurula, and Michelle Douglas to discuss this matter.

Self-Service: Mary Ellen stated that she thinks Banner HR Self-Service is installed in Pre-Production.

Compensation: Mary Ellen reported that this is on the backburner. It was stated that it is better to do this on the fiscal year. Glenna gave an example of a problem in Banner involving the pay and rate. She also stated that if a report was generated from Banner, it would not be correct which would require testing in Pre-production to see if the fields can be overridden. She asked if Shyla and Carla could take a look at this situation.

Workflow: Mary Ellen stated that Workflow is being installed in Pre-Production.

Leave in Banner: Mary Ellen stated that Kronos is still on the table. Tim Weingart is looking at what Banner will do. She also talked about using both Kronos on a small project and Banner to do the other processing. Glenna stated that we would need to talk with the consultants about the best route to take.

New PAF Forms: Mary Ellen asked if Payroll had been asked for their feedback on the revised forms Erica stated that she had received earlier feedback, but not anything recent. Testing on the new PAF forms would take place April 6th at 3:00 pm with representatives from various departments.

WP Addresses: Glenna spoke about WP addresses in Banner. She said that she entered an address and Carla Adkins asked her not to. Mary Ellen said the problem may be with the WP address and EPICS. Glenna said that the WP Address is on the General Person Entry Form which comes to HR and she asked Mary Ellen if HR could enter the addresses and then notify Payroll that the address has been entered. She said that she would discuss this with Carla and bring it up at the next meeting.

New Business: Mary Ellen asked about Comp Time and asked how it was being tracked. Glenna stated that HR enters comp time once a year.

Next Meeting: Tuesday, May 4, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.