Banner Users Group – Human Resources (BUG-H)
Marshall University

MINUTES

Meeting of Tuesday, May 5, 2009, 10:00 a.m.
Human Resource Services Conference Room, 207 Old Main

Present: Shyla Abraham, Deirdre Carrico, Mary Ellen Heuton, Garnet McKinley, Sherri Noble, Juanita Parsons, Glenna Racer, Jim Stephens,

Minutes of Previous Meeting: Minutes from the April 7, 2009, BUG-H meeting were approved as printed.

EPAF Status Report: There was no new EPAF report. Glenna mentioned the earlier issue of missing comments from the EPAF detail report, and Shyla responded that the report was working all right at this time. Erica Thomas has removed Christie Chaffin as an EPAF approver. She needed to be put back in, however, since all the history is not viewable if an approver has been removed from the system. Glenna reported that the SCT Banner listserv reports this is a problem, but no workaround has been published yet. Garnet suggested checking to see if the approver can be set to inactive status. Another possible strategy is to create a generic approver that multiple persons can act within without being affected by the departure of a specific employee. Glenna mentioned that Banner 8.0 provides approval queues like those presently used on the Finance side. Garnet suggested that the deans need to be more involved in the EPAF process since so many errors are occurring among EPAF users.

Banner 8.0 Implementation: Glenna reported that the group working on the Banner 8.0 implementation is meeting weekly. No final word on when version 8.0 will be installed, but it will not be over the Memorial Day weekend.

Form Ownership: Glenna led a follow-up to last month's discussion regarding updating NBAPOSN. Form ownership is important and coming to a clearer understanding of each office's responsibilities will take some time. There are no instant fixes to the issue. Glenna commented that the original scheme had the three offices being responsible for one each of the main forms and the subject of that form: Human Resource Services – PEAEMPL – Employees; Budget Office – NBAPOSN – Positions; and Payroll Office – NBAJOBS – Jobs. Glenna will generate a list of forms. Jim said he thought there was a form ownership screen in Banner. He will ask Bob or someone in IT is such does exist.

Supervisor Information in Banner: Glenna commented that if we add a supervisor to NBAJOBS and the supervisor subsequently leaves, it creates an error. We can assign supervisors to positions or to employees. It was suggested on the SCT Banner listserv to assign supervisors to positions. However, positions can be re-assigned, and this might create problems if there is a mismatch between assigned supervisor and the present location of the position. Glenna stated she would ask Bob about the possibility of something like a spreadsheet to enter supervisor information and get it uploaded. We could do this periodically to ensure that the latest information is in the system.

End-of-Fiscal-Year Processing: Glenna led a discussion of the various strategies for notifying the institutional community about suspensions to PAR processing for reclassifications, promotions, and transfers for the July 1 payroll (and by extension to months in which a general salary increase is provided). We need to send an e-mail message to our listservs about the need to conform to the PAR processing calendar. Jim located the draft statement on changes to PAR processing, and the group approved it for posting to the website.

Benefits as Encumbrances: Sherri Noble asked a question about whether benefits would show as encumbered for the next fiscal year. Garnet responded that it would not be possible yet to do that. When HR feeds to Finance, benefits are not being encumbered. This lack of encumbrance makes year-end salary budget balances look artificially high. Sometimes department take action to spend this money which is not really there. Garnet commented that it is a large and complex task but very desirable to have. She stated the matter will be reviewed for possible future action.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, June 2, 2009, at 10:00 a.m. in the Human Resource Services Conference Room, 207 Old Main.

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