

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

MINUTES

Meeting of Tuesday, June 2, 2009, 10:00 a.m.
Human Resource Services Conference Room, 207 Old Main

Present: Shyla Abraham, Deirdre Carrico, Sherri Noble, Juanita Parsons, Glenna Racer, Jim Stephens, Bob Walker

Minutes of Previous Meeting: Minutes from the May 5, 2009, BUG-H meeting were approved as printed.

EPAF Status Report: Glenna Racer reported that various individuals wished to process EPAFs with effective dates of July 1. However, there are no budgets available yet. How to proceed in this circumstance is not known yet. However, we cannot work on further EPAFs until budgets are in place.

Banner 8.0 Implementation: No further report. Bob Walker stated that IT planned to create a test 8.0 site. There were some early problems, but those appear to have been resolved.

Form Ownership: Glenna Racer stated that David Daniel sent us a list of security roles with the forms that are assigned to them. Need to add reports and processes to that list. Bob stated there is some crossover in “ownership” of Banner forms that can probably be resolved.

Supervisor Information in Banner: Glenna continued the discussion from last month about this issue. Yanzhi Wu had attempted to run some EPAFs for persons who had been assigned a new supervisor. The EPAFs did not work and alerted us to this problem. Bob stated that supervisors might be loaded into Banner with a spreadsheet. Glenna stated that it is our intention to load supervisor information into job records – not position records.

BUG-H Project List: Glenna Racer discussed the BUG-H project list that was developed earlier by BUG-H. The group agreed to go back to this project list and ensure that these ideas are still current.

Fiscal Year-End PAR/EPAF Processing: Sherri Noble asked if a message would be sent around with the information about fiscal year-end processing of PARs/EPAFs. Jim Stephens said he would send out a message.

Institutional Process/Workflow/Data Integrity Issues: The group discussed a May 20, 2009, e-mail message from Jan Fox which contained several questions related to internal processes and plans for implementation of a Data Warehouse at Marshall. Various issues related to this were discussed. Bob Walker mentioned the workflow product available from Sungard that might facilitate the EPAF process. Bob commented further that in some areas we lack rules for entry and handling of data. Using a high-end product like Banner requires rules that are understood and followed. The group noted that process rules can be written, but those must be supported

by the University administration in order to prevent non-standard actions from occurring. Bob commented further that the Banner product has evolved substantially since it was first implemented at Marshall. The increased sophistication of the product means that Marshall must develop and implement rules that can keep up with it. The comment was also made that having rules does not insure proper use by persons out in operating units. The quality and accuracy of data is everyone's responsibility. It was noted that WVU has a business process expert attached to each major unit, so that gains in process and workflow can be accomplished. At the end of the day, do we have enough people to properly support better processes and workflow? Employees and their knowledge are vulnerable to losses to other employers and retirement. We must make a commitment to and provide resources for on-going training.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, July 7, 2009, at 10:00 a.m. in the Human Resource Services Conference Room, 207 Old Main.