

Banner Users Group – Human Resources (BUG-H)

MINUTES

HR Services Conference Room, 207 Old Main

June 8, 2010

Present: Shyla Abraham, Amanda Archer, Michelle Douglas, Mary Ellen Heuton, Carol Hurula, Ann Knotts, Juanita Parsons, Glenna Racer, Erica Thomas.

Old Business

E-Classes: Glenna handed out a Pay ID hierarchy based on E-Classes. The suggestion was made by the group of placing all employees on the RR (Arrears) payroll. The group will put together a formal proposal to present to VP's. Mary Ellen will contact WVU to see that situations they may have encountered.

EPAF Report: Erica report that budgets for FY11 will need to be in Pre-Production before testing and training for fall and spring EPAFs can begin. Glenna asked about using the Supervisor EPAF for updating Banner. The BUG-H group decided to wait and see what the Supervisors Group Subcommittee decides to do. As of now the group plans to update the Supervisors on the Position which causes a problem with using the EPAF because the EPAF updates the information on the Job.

Leave in Banner: Nothing Reported.

New PAF Forms: Glenna reported that the new PAF forms have been sent to the College of Science for testing. Erica Reported that a user guide be completed for assistance. Amanda requested that the release date of the new forms campus wide be on the second pay period of July instead of July 1 as planned by Human Resources.

Self-Service: Bob has received permission to conduct training in Banner Self-Service.

Total Compensation Statement: Waiting for additional information.

Workflow: Nothing Reported.

New Business

W11 Form: Juanita asked if anyone had asked about the W11 form (form for those not working in past 6 months) and it was reported that HR had been doing so for the past few weeks.

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