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

MINUTES
Meeting of Tuesday, July 7, 2009, 10:00 a.m.
Human Resource Services Conference Room, 207 Old Main

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

Minutes of Previous Meeting: Minutes from the June 2, 2009, BUG-H meeting were approved as printed.

Old Business:

EPAFs for Fall Semester 2009: We will be running part-time faculty and graduate assistants. We can run stipends. The instructions will need to be changed. Glenna Racer will confer with Erica Thomas on revisions to the instructions.

EPAF Training: The former EPAF training sessions were poorly attended. We need to find a way to impress upon EPAF participants the importance of participating in training.

Banner 8.0 Implementation: No further report.

Security Roles: Jim Stephens discussed the Banner security roles a copy of which was attached to the agenda. These are "packages" of Banner forms that facilitate a particular kind of work such as payroll or faculty data entry. The handout did not list form ownership, and future effort will be devoted to determining the proper ownership of each security role.

Supervisory Information: Glenna continued this subject from a previous meeting. Yanzhi Wu was asked to submit a spreadsheet with the IT supervisors and affected employees, and we agreed we will enter the information into Banner.

BUG-H Project List: Glenna discussed the BUG-H Project List which was distributed to the group. Discussion continued on the status of the list to see what projects have been done, which remain to be done.

EPAF Development, Testing, and Implementation: Glenna was contacted by two colleges which were attempting to enter faculty for courses. Some of the faculty were not employees in Banner. Why not? A PAR to make them employees had not been submitted. The individual must be in the system before their name can be attached to a course. The colleges will also need to decide which e-class to assign to a new person. She stated that part-time faculty, graduate assistant, and graduate assistant 24-pay EPAFs for Spring Semester 2008 have been accomplished.

Terminate job/Terminate Employee: Users do not necessarily know the proper termination date for graduate assistants and part-time faculty. They are usually not familiar enough with payroll cycles. Shyla Abraham stated that frequently the termination PARs are late, and the University is forced to attempt to collect money inadvertently paid to them. To terminate an employee refers only to terminating an employee who does not have the original additional job any longer.

Summer School Part-Time Faculty/Summer School Grad. Asst./Graduate Assistant (18 Pays)/Part-Time Faculty (18 pays): These EPAFs are done and these items on the Project List may be marked as completed.

Cell Phone and Internet Stipend: There are concerns about these as a copy of the contract is supposed to come forward with the PAR. This does not lend itself to EPAF since the contract copy needs to be submitted also. If MU would get the Banner document imaging running, we could re-visit this.

Banner Address Types: HR, Budget, and Payroll principally use the WK and WP addresses. There are numerous PR addresses attached to employee records which are not necessarily correct.

Document Management: Banner Document Management (formerly Xtender) needs to be added to the Project List because it will be running at some point in the future, and we will need to have a clear understanding of what kinds of documents need to be attached to what kind of records.

Project List: Jim proposed to convert the BUG-H Project List to a spreadsheet with spaces for marking items as active or deferred, date last reviewed, etc.

New Business:

Comments on Summer School Structure: Glenna commented that with regard to the flow of PARs and EPAFs, we have created a complicated summer school structure. This may be partially attributed to need to fully utilize buildings and classrooms. We had persons employed who received one payment at the beginning of the teaching period and one payment at the end. Others are set up for three payments over the course of the term. The first is an absolute payment. The second one is based on the number of students who registered. It was proposed to pay persons one time in June and one time in August. Sherri Noble commented that some of the complexity is due to the fiscal year boundary.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, August 4, 2009, at 10:00 a.m. in the Human Resource Services Conference Room.

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