

Banner Users Group – Human Resources (BUG-H)

MINUTES

HR Services Conference Room, 207 Old Main

September 7, 2010

Present: Shyla Abraham, Amanda Archer, Mary Ellen Heuton, Carol Hurula, Ann Knotts, Juanita Parsons, Glenna Racer, and Bob Walker.

Old Business

EPAF Report: Requested a report showing actions taken on EPAFs for fall.

PAR Tasks: Glenna received a summary listing of what each office does with a PAR and what information is reviewed. She'll compile into summary format and share with group. Mary Ellen suggested a separate meeting to review the PAR/EPAF deadline calendar as the state has some new date requirements.

WTE: First phase over and time in EPICS to be paid. Around 20 had to be over-rides. Several had no issues and for a first time attempt all went well. Training scheduled for again next week. Security issues are being worked on. The last paper timesheet will go out this week. Mary Ellen suggested information on Financial Managers accountability and what their responsibilities are.

Total Compensation Statements: Tabled at this time.

New PAFs Update: Tabled at this time.

E-classes and Banner Hierarchy: Nothing to report.

Supervisors – Positions and Jobs: HR continues to work on.

Review of BUGH Project List: Electronic Time Entry – hourly is now complete and in process. Non-exempt purple time sheet options as discussed by Mary Ellen. Listed a couple options; leave as is and modify, WTE, or Kronis Timekeeping system. Bob discussed WVU not using the Kronis system and inquiring why and what happened. He stated they have gone back to hourly for non-exempt and paying per day/week instead of 15 & 30th. Discussion on those receiving pay for time not worked and having to submit PAR for overdraft to correct pay. Glenna discussed testing implementation of one time pay, one factor EPAF for those lump sum payments.

New Business

Banner Finance: Amanda has provided training sessions last week and the course is listed for registration on HR web site.

Workflow: Mary Ellen reported that she is working with Doug in financial aid in testing a workflow module for work study students for payment processing. This will determine if other employment categories could be processed via workflow.

Next Meeting: Tuesday, October 5, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.