

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

MINUTES

Meeting of Tuesday, September 8, 2009, 10:00 a.m.
Human Resource Services Conference Room, 207 Old Main

Present: Shyla Abraham, Deirdre Carrico, Carol Hurula, Garnet McKinley, Juanita Parsons, Glenna Racer, Jim Stephens

Minutes of Previous Meeting: Minutes from the August 4, 2009, BUG-H meeting were approved as printed.

Old Business:

EPAF Update: No new report at this meeting.

Banner 8.0 Implementation and Testing: Just now getting first exposure to new version. Some small problems reported early. We will know more as time goes on.

Security Roles and Forms Ownership: Glenna reported a problem with new Payroll employees not getting the update privileges they need. Some have only been getting view privileges. Attempts have been made to diagnose where the problem is. Might be related to a problem between the enrollment form and what user actually needs. Thinking that the problem might rest with the security roles, it is not believed that David Daniel has yet made any changes to the security roles.

BUG-H Project List: Jim distributed a beta version of the Project List. This can be placed on a SharePoint site for everyone's access. Jim stated he would check on the availability of a SharePoint site for BUG-H. Status can be flagged as Active or Inactive. Expected Completion and Actual Completion will be dates.

Project-Related Subcommittees: No new report was offered. However, an effort will be made to have the subcommittees meet before the end of September. Lost a Payroll person from the Leave Reporting subcommittee. Will wait for the replacement.

New Business:

PARs without Social Security Numbers: Some PARs are being received without Social Security numbers. There is an issue of the Social Security number being inadvertently viewed while the PAR moves around. The first PAR should contain the Social Security number, but after that, is it still necessary? The Social Security number and other biodata such as race and gender are only referred to the first time. Payroll looks up EPICS records using the last four digits of the Social Security number. In the future, this requirement may be waived, but for right now we need it. BUG-H believes that the PARs must be returned when not including Social Security number but need to emphasize that the PAR should be transmitted in a secure manner.

PARs Held for No Form I-9: Glenna reviewed last month's episode where a Graduate Assistant PAR was held because the Form I-9 was not completed. There are typically several each month for which the Form I-9 is not completed. The group believes that we can improve the process for

notifying the submitting department that the form was not completed. Send a copy to Academic Affairs for those proposed appointments under their area. Need to send out something about MU and MURC being separate entities for purposing of completing the USCIS Form I-9. Some people think those are the same and a Form I-9 completed for one is sufficient for the other. Jim stated he would send a message on this. Garnet stated that if the PAR included an e-mail address, we could send out a notice to the person that the PAR was not going to be processed until and unless the Form I-9 is completed. Would not have to be a Marshall University e-mail address, and in many cases a Marshall e-mail address would not be created by the time the PAR is processed. Glenna stated that we will initiate some group training for the departments that have the largest volume of PARs and Form I-9 issues.

Next Meeting: The next BUG-H meeting is scheduled for Tuesday, October 6, 2009, at 10:00 a.m. in the Human Resource Services Conference Room.

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