Banner Users Group – Human Resources (BUG-H)
MINUTES
HR Services Conference Room, 207 Old Main
November 2, 2010

Present: Shyla Abraham, Amanda Archer, Ann Knotts, Sherri Noble, Juanita Parsons, Glenna Racer, Erica Thomas.

Old Business

EPAF Report: Erica reported that EPAFs for Spring GA and Part-Time Faculty were being developed by departments. She also stated that they have experienced the usual problems with query dates and suffixes.

Workflow: Training with Workflow is complete. Bob, Bindu, Amanda, and Sherri Musgrave have been working on a Workflow for the Work Study process. Kathy Bialk and Sherri Musgrave will own the Workflow process.

WTE: Web Time Entry is continuing to be entered by departments for hourly employees. The Payroll Department is experiencing problems with approvals being met by the deadline.

Total Compensation Statements: Nothing to report.

New PAFs Update: Nothing to report.

E-classes and Banner Hierarchy: Glenna stated that we need to clean up E-Classes. Amanda stated that we need to report who maintains the E-Classes in Banner. Glenna suggested that we have a short-term committee to look at the data for clean up.

Supervisors – Positions and Jobs: Nothing to report.

Review of BUG-H Project List: Nothing to report.

Salary Planner: Nothing to report.

New Business

Calendars: Glenna asked others to work on their departmental deadlines which will affect other offices.

Next Meeting: Tuesday, December 7, 2010, 10:00 a.m., HR Services Conference Room, 207 Old Main.