

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team
 Date: 8-11-05
 Time: 10:00 – 12:00 a.m.
 Place: VPAA Conference Room, Room 1019 (formerly Room 109)
 Attendees:
 Note Author: Joy Craft

Agenda and discussion items

- 2nd HR Training scheduled for August 15, 16, & 17, 2005 at Gregg Triad Lab
- Presentation and discussion on Employee Class spreadsheet
- Review Position Class Rule Form NTRPCLS. - The Employee Class Rule Form (PTRECLS) and the Position Class Rule Form (NTRPCLS) are two of the most important rule forms in the Banner HR system and provides the structure within Banner HR.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIHR001	Employee Class spreadsheet	Sub-committee	1 st draft due on 8-11-05	In review with e-class table building team

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: