

**EISE Project Meeting Notes
Eastern Illinois University**

**EISE Project Meeting Agenda
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 2-11-08

Time: 2:00 – 3:30

Place: MLK Union – Martinsville Room

Attendees: Thom Strohecker, Sue Harvey, Linda Holloway, Sandy Bowman, Bill Witsman, Cathy Ashmore, Jerilyn Hutson

Note Author: Jerilyn Hutson

Agenda and discussion items

Team Updates

• **Advancement**

- Calendar 2007 year-end processing has been completed.
- The post-implementation assessment session was held February 6-7. We are just waiting on the write-up.
- The HR-Advancement interface is working. The first run in PROD will be for bi-weekly payroll during February followed by the first monthly payroll at the end of February.
- Spring 2007 graduates are now alumni in Banner.
- The team is reviewing their needs from the mainframe.
- Advancement was asked about plans for utilizing Self-Service for Alumni and Friends. At this time there are no plans to begin utilizing it. However, alumni who want to request transcript information via SSB will need a NetID. As new graduates leave the University they may need to keep their NetID. There is a question of how to make this happen. This would also impact HR for online W2s once an employee leaves the University. If the NetID is disabled, they would not be able to access their online W2. Bill indicated that he has requested information on how NetIDs are currently disabled and the time period for doing so.

• **Financial Aid**

- Update was provided via email. They are continuing to work on the 0809 award year.
- They have general consulting February 12-14 and hope to focus on summer financial aid processing.
- Testing of the student release is being coordinated with Linda Coffey.

• **Student**

- Testing upgrades with the team on Mondays and Wednesdays and the registrar's office is testing on Thursday afternoons. They found some test plans from the listserv.

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- The post-implementation consultant is still working on the write-up. The consultant was waiting on some information from team members.
- Continuing to address campus concerns. The transfer bridge with DARS was put into PROD last week but not fully functioning yet. Grade tables are being redone based on how DARS handles grades.
- They are having a meeting on Monday to discuss mainframe issues to make sure everything is covered.
- **HR**
 - There was some discussion regarding address changes for student employees and the W2 address type for those student employees. This extended to include name changes for student employees as well. The group decided to put together a small meeting to discuss the need for a campus-wide change of address form.
 - The post-implementation consultant recommended using the data extract option on form NHIDIST. There were some concerns expressed regarding how to train people on how to use this form and the data that can be found on it. Will this turn PROD into a reporting environment and degrade system performance?
 - Web-time entry is about 75% done on campus.
 - Continuing to meet on mainframe needs.
 - Continuing to work on reports.
- **Training.**
 - PAWS website has been revised and they are waiting on the okay to move it into PROD. The group determined that it is fine to proceed.
- **Finance**
 - No report from Finance
- **Data Custodians**
 - Nothing to report.

CORE

General and Student Upgrade to TESTREL

Test plans?

Implementation on PROD Mar 15-16

Implementation on all other instances during week of Mar. 17-21

Address/Phone Numbers – status, allowing constituents to update

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

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Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: