

**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**

- 2<sup>nd</sup> 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**

- No meeting scheduled for 8-18-05 during the week of HR Training.

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List, Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIHR001	Employee Class table	E-Class table building team	2 <sup>nd</sup> draft due on 8-25-05	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:**