

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 9-08-05

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Julie Abell, Nancy Dole, Candace Flatt, Carol Galey, Jan Hinkle, Linda Holloway, Karen Johnson, Steve Lane, and Nina Milliner

Note Author: Joy Craft

Agenda and discussion items

- Presentation and discussion of Employee Class Rule Form (PTRECLS) table by E-Class team
- Presentation and discussion of the first draft of the Position Class Rule Form (NTRPCLS) table building team
- Presentation and discussion of various Benefit tables
- Discussion of Task Log research assignments
- Our next training is September 20-22 at the Gregg Triad Lab on benefits, deductions, etc.

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 Rule Form	E-class table building team	2 nd draft due on 8-25-05	Since e-class touches many other tables, we will re-visit this table after building other tables to double-check our e-classes.
AIHR002	Position Class Rule Form	P-class table building team	2 nd draft due on 9-29-05	In review with P-class table building team
AIHR003	Benefit Category Rule Form	Benefit table building team	1 st draft due on 9-15-05	In review with Benefits table building team
AIHR004	Payroll Calendar Rule Form	Payroll table building team	TBD	Candace will do a spreadsheet to aid Payroll in this task

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

E-class table