

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 11-03-05

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Marla Beldon, Sandy Bingham-Porter, Mai Dao, Nancy Dole, Candace Flatt, Carol Galey, Jan Hinkle, Karen Johnson, Frank Kingery, Steve Lane, and Nina Milliner

Note Author: Joy Craft

**Agenda and discussion items**

- Naming Convention for HR Forms
- Presentation and discussion of P-Class table and other related tables
- Presentation and discussion of E-Class table and other related tables
- Discussion of Task Log research assignments, completion dates assigned on 11-17-05 for each task
- Security clearance for Testing and Conversion Instances
- Information and mapping directions for the new server for Document Repository and Banner Documentation
- HR Payroll Time Entry Training with Suzanne Schuelte at Booth Computer Classroom
- Next meeting is November 17, 2005

**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 (PTRECLS)	E-class table building team	3rd draft on 11-3-05	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 (NTRPCLS)	P-class table building team	Final draft on 11-03-05	Spreadsheet completed
AIHR003	Benefit Category Rule Form (Benefit's Part) (PTRBCAT)	Benefits table building team	2 <sup>nd</sup> draft on 9-29-05	Spreadsheet completed with Benefits, but awaiting final Payroll Deduction Codes
AIHR004	Payroll Calendar Rule Form (PTRCALN)	Payroll table building team	1 <sup>st</sup> draft on 9-29-05	Spreadsheet completed

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AIHR005	Benefit Category Rule Form (PTRBCAT) (Payroll's Part)	Payroll table building team	11-17-05	In review with the Payroll table building team
AIHR006	Position Group Rule Form (PTRPGRP)	P-class table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR007	EEO Skill Code Validation Form (PTRESKL)	P-class table building team	9-29-05	Spreadsheet completed
AIHR008	Life Insurance Calc Process Parameter Rule Form (PTRLIFE)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR009	Life Insurance Rule Form (PTRLIFI)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR010	Life Insurance Premium Rule Form (PTRPREM)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR011	Beneficiary Relationship Rule Form (PTRBREL)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR012	Benefit Payroll Frequency Rule Form (PTRBDFQ)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR013	Leave Reason Rule Form (PTRLREA)	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance
AIHR014	Leave Code Rule Form (PTRLEAV)	Benefits table building team	9-29-05	In review with Benefits table building team
AIHR015	Leave Code Rule Form (PTVLCAT)	Benefits table building team	1 <sup>st</sup> draft on 9-29-05	May be modified after PTRLCAT is completed
AIHR016	Leave Category Rule Form (PTRLCAT)	Benefits table building team	11-17-05	In review with Benefits table building team
AIHR017	Benefits/Deductions Rule Form (PTRBDCA) (Benefit's part)	Benefits table building team	11-17-05	Benefit's spreadsheet completed – awaiting Payroll part. (85% completed)
AFHR018	Benefits/Deductions Rule Form (PTRBDCA) (Payroll part)	Payroll table building team	11-17-05	In review with Payroll table building team (85% completed)
AIHR019	Earning Code Rule Form (PTREARN)	Payroll table building team	11-17-05	In review with Payroll table building team.

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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**Attachments and/or meeting Handouts listed:**

Naming Convention PowerPoint

Document Repository and Banner Documentation