

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 12-08-05

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Julia Abell, Marla Belden, Sandy Bingham-Porter, Nancy Dole, Candace Flatt, Carol Galey, Jan Hinkle, Linda Hollaway, Karen Johnson, Frank Kingery, Steve Lane, and Nina Milliner

Note Author: Joy Craft

Agenda and discussion items

- Review the Table List (one-by-one)
- IT conversion issues
- Next meeting is December 15, 2005 at the VPAA Conference Room

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	12-8-05	Keyed in Test Instance.
AIHR002	Position Class Rule Form (NTRPCLS)	P-class table building team	12-8-05	Keyed in Test Instance.
AIHR003	Benefit Category Rule Form (Benefit's Part) (PTRBCAT)	Benefits table building team	12-8-05	Keyed in Test Instance with Benefits, but awaiting final Payroll Deduction Codes
AIHR004	Payroll Calendar Rule Form (PTRCALN)	Payroll table building team	12-8-05	One year keyed into Test Instance.
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	12-6-05	Keyed in Test 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	Benefits table building team	9-29-05	Spreadsheet completed Keyed in Training Instance

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	(PTRLIFE)			
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	11-17-05	Spreadsheet completed
AIHR015	Leave Code Rule Form (PTVLCAT)	Benefits table building team	11-17-05	Spreadsheet 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	12-1-05	Spreadsheet completed
AIHR020	Payroll Calendar Rule Form (PTRCALN)	Payroll table building team	11-17-05	Calendar complete except for holidays.

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Table list