

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 12-15-05

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Marla Belden, Sandy Bingham-Porter, Mai Dao, Nancy Dole, Candace Flatt, Carol Galey, Jan Hinkle, Linda Holloway, Karen Johnson, Frank Kingery, Nina Milliner,

Note Author: Joy Craft

Agenda and discussion items

- We built over 80 tables on Tuesday, Wednesday, & Thursday at the Booth Library Computer Classroom on December 6, 7, & 8
- Discussion on PTREEOS
- Carol to report on Finance & HR sharing the Test Instance
- Review the Table List
- Review the Task Log research assignments
- Next meeting is January 5, 2006 at the VPAA Conference Room

Decisions Made

Add “IT issues” to the agenda each week

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

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Item Identifier	Item Description	Owner	Target Completion Date	Status
AIHR007	EEO Skill Code Validation Form (PTRESKL)	P-class table building team	12-6-05	Keyed in Test Instance
AIHR008	Life Insurance Calc Process Parameter Rule Form (PTRLIFE)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR009	Life Insurance Rule Form (PTRLIFI)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR010	Life Insurance Premium Rule Form (PTRPREM)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR011	Beneficiary Relationship Rule Form (PTRBREL)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR012	Benefit Payroll Frequency Rule Form (PTRBDFQ)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR013	Leave Reason Rule Form (PTRLREA)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR014	Leave Code Rule Form (PTRLEAV)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR015	Leave Code Rule Form (PTVLCAT)	Benefits table building team	12-6-05	Keyed in Test Instance
AIHR016	Leave Category Rule Form (PTRLCAT)	Benefits table building team	12-7-05	Keyed in Test Instance
AIHR017	Benefits/Deductions Rule Form (PTRBDCA) (Benefit's part)	Benefits table building team	12-6-05	Benefit's part is keyed in Test Instance – 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
AIHR019	Earning Code Rule Form (PTREARN)	Payroll table building team	12-1-05	Spreadsheet completed without leave codes
AIHR020	Payroll Calendar Rule Form (PTRCALN)	Payroll table building team	12-6-05	Keyed in Test Instance (One year only)
AIHR021	EEO Salary Level (PTREEOS)	Karen Johnson & P-class team	1-5-06	Will contact Suzanne if needed.
AIHR022	Back Routing Number Validation Form (GXVDIRD)	Candace Flatt & others from HR team.	ASAP	Frank to send Candace 256 routing numbers. We find the bank for each # & key to Test

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Table List