

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 01-12-06

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Julia Abell, Marla Belden, Sandy Bingham-Porter, Mai Dao, Candace Flatt, Carol Galey, Linda Holloway, Karen Johnson, Frank Kingery, Steve Lane, Nina Milliner, and Donna Noffke

Note Author: Joy Craft

Agenda and discussion items

- Review of Payroll tables (Linda Holloway & Donna Noffke)
- Discussion on Establishing the naming convention for our Position Numbers (Candace Flatt & Carol Galey)
- Test Instance Security (Joy Craft)
- IT Issues
- Review the Task Log research assignments
- Next meeting is January 19, 2006 at the Booth Library Computer Classroom
- We have schedule the Booth Library Computer Classroom on January 19 & 20 for the HR Team to begin testing.
- Next Training is week of January 23, 2006 – Consulting Visit

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	1-12-06	Keyed in Test Instance
AIHR004	Payroll Calendar Rule Form (PTRCALN)	Payroll table building team	12-8-05	One year keyed into Test Instance.

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AIHR005	Benefit Category Rule Form (PTRBCAT) (Payroll's Part)	Payroll table building team	1-12-06	Keyed in Test Instance
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	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 (PTRLLEAV)	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	1-12-06	Keyed in Test Instance
AFHR018	Benefits/Deductions Rule Form (PTRBDCA) (Payroll part)	Payroll table building team	1-12-06	Keyed in Test Instance
AIHR019	Earning Code Rule Form (PTREARN)	Payroll table building team	1-12-05	Basic shell keyed in Test Instance. May change after testing is completed.
AIHR020				
AIHR021	EEO Salary Level (PTREEOS)	Karen Johnson & P-class team	1-5-06	Keyed in Test Instance
AIHR022	Back Routing Number Validation Form (GXVDIRD)	Candace Flatt & others from HR team.	12-14-05	Keyed in Test Instance

New Action Items

Item Identifier	Item Description	Owner	Target Completion	Status

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			Date	

Attachments and/or meeting Handouts listed: