

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 02-09-06

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

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

Note Author: Joy Craft

**Agenda and discussion item**

- Review the progress of new action items below
- IT Issues
- Review the Task Log research assignments

**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) Complete the Employee Class Rule as discussed with Bob. Back feed in the eligible earning block earning codes when available.	Nina and the E-class table building team	02-09-06	Milestone #2 completed
AIHR002	Position Class Rule Form (NTRPCLS) Review Position Class Rule & create codes as needed to insure only one employee class is associated with the position class code. (F-T & P-T positions)	Steve and the P-class table building team	01-25-06	Part-time & Full-time added.
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	12-08-05	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 (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) Complete the Leave Accrual Rule as required & discussed with Bob.	Linda & the Benefits table building team	02-27-06	New
AIHR017	Benefits/Deductions Rule Form (PTRBDCA) (Benefit's part) Complete the Benefit/Deduction Calculation Rule, with preclusions, exclusions, priority, and type code 25 for calc rule 50 for employee paid BDCA codes.	Linda & the Benefits table building team	02-27-06	New
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) Complete the Earning Code Rule based on codes used now, leaves type codes and based on premium earning code requirements.	Payroll table building team	02-10-06	Completed & keyed into Test Instance.

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AIHR020	Complete on a spreadsheet the labor distribution overrides for first employee class only for each BDCA code.	Linda & the Benefits table building team with Finance	02-27-06	New
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
AIHR023	Complete the Premium pay set-up on PTVPCAT, PTRPPAY, & PTRPCAT as discussed with Bob.	Donna & Linda & the Benefits table building team	02-27-06	New
AIHR024	Determine the FTE use on NBAPBUD and NBAJOBS. Review annualized FTE budgeting documentation.	Julia & Candace and HR Team	02-27-06	Julia will pick up the FTE on the NBAPBUD for reporting.
AIHR025	Create a spreadsheet with an employee from each employee class. This will serve as our test cases. (Test Matrix)	Nina & Carol with the HR Team	02-27-06	New
AIHR026	Input a few of the test employees non-student monthly only as practiced. Use start date on 7-1-06. On NBAPBUD use beginning of fiscal year 7-1-06 also.	HR Team-ALL	02-27-06	New
AIHR027	Develop new address type for HR only to use, called <b>W-2</b>	Joy & CFCG	02-13-06	CFCG will meet 2-13-06
AIHR028	Position Number Scheme Configuration.	Mai & the Position Number team	02-27-06	New

**New Action Items**

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