

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 02-16-06

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Julia Abell, Marla Belden, Mai Dao, Nancy Dole, Candace Flatt, Carol Galey, Linda Holloway, Frank Kingery, Steve Lane, Nina Milliner, and Donna Noffke

Note Author: Joy Craft

Agenda and discussion item

- FAQ & Glossary Team from HR – 1 Technical & 1 Functional person
- Review the progress of new action items below
- IT Issues
- The “Big Bang” is scheduled for February 27 to put names, etc. in Production Instance. Nina, Carol, & Nancy will need to check the data.
- Review the Task Log research assignments
- Next training is February 28, March 1, & 2 at 9th Street Hall

Decisions Made

July 1, 2006 when Finance goes Live, we will need addresses of employees in Banner. IT can pull from the work dept. from the contracts for Civil Service and from the Personnel Master for Faculty/A&P. Students could be set up individually, as needed.

Candace, Frank or Sandy will represent the HR team for the FAQ & Glossary Team

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 completed
AIHR002	Position Class Rule Form (NTRPCLS) Review Position Class Rule & create codes as needed to insure only one	Steve and the P-class table building team	01-25-06	Part-time & Full-time added.

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	employee class is associated with the position class code. (F-T & P-T positions)			
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.
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	Still in progress
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	Still in progress

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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.
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	Rick Edwards is providing needed information and working with Benefits Team
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	Still in progress
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	Test Matrix developed - More than one will be developed – some general & some more specific.
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	Nina, Carol, & Nancy will add employees in PEAEMPL next week. We can back out of these tables if needed. Candace will work with Linda Barter in training her.
AIHR027	Develop new address type for HR only to use, called W-2	Joy & CFCG	02-13-06	CFCG will meet 2-13-06
AIHR028	Position Number Scheme Configuration.	Mai & the Position Number team	02-27-06	Position number team will meet Tuesday.

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New Action Items

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Attachments and/or meeting Handouts listed:

Test Matrix

Quick Key Strokes Chart