

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 03-30-06

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1019

Attendees: Joy Craft, Julie Abell, Marla Belden, Sandy Bingham-Porter, Nancy Dole, Carol Galey, Jamie Hackett, Linda Holloway, Frank Kingery, Karen Johnson, Steve Lane, Nina Milliner, and Donna Noffke

Note Author: Joy Craft

Agenda and discussion item

- Hand questions to Team members that are going to summit, if you have any
- Nina to present first draft of “position naming convention” procedure
- Steve to present first draft of “creating a new position class” procedure
- Linda, etc. to report on Banner Testing
- IT Issues
- HR representative for Self-Service web-look sub-committee is Linda Holloway
- HR representative for Data Standards committee is Nina Milliner
- Review the Task Log research assignments
- Reception in support of your on-going effort with Banner is Friday, April 7th at 3:00 at Grand Ballroom. Remember to R.S.V.P.
- Our next HR Team meeting will be April 20th
- Next training is April 11, 12, & 13 at 9th street hall with Dawn Sykora

Decisions Made

On Friday, March 24th the administration decided to keep the Pay ID the same, except the students will move to the bi-weekly payroll.

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

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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.
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	Keyed in Test Instance
AIHR017	Benefits/Deductions Rule Form (PTRBDCA) (Benefit's part) Complete the Benefit/Deduction Calculation	Linda & the Benefits table building team	02-27-06	Keyed in Test Instance.

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	Rule, with preclusions, exclusions, priority, and type code 25 for calc rule 50 for employee paid BDCA codes.			
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 pending Testing
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	Worksheet completed
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 process
AIHR024	Determine the FTE use on NBAPBUD and NBAJOBS. Review annualized FTE budgeting documentation.	Julia & Candace and HR Team	02-27-06	Julia will use 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	Keyed in Test Instance
AIHR027	Develop new address type for HR only to use, called W-2 .	Joy & CFCG	02-13-06	Done.
AIHR028	Position Number Scheme Configuration.	Candace & the Position Number team	02-27-06	Status position numbers will remain the same – adding a zero at the beginning and end.
AIHR029	Develop training on web for	Candace	02-23-06	Candace will work with Linda Barter, etc. in training, when

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	end-users creating employees.			Linda has time.
AIHR 030	Complete the input (in sets of 2 or 3) of the employees identified from the ECLS spreadsheet above on PPAIDEN, PEAEMPL, PDABDSU/PDADEDN, NBAJOBS, (use start date of 070106 except for deferred pay employees start at the beginning of accrual period), and NBAPOS/NBAPBUD. On NBAPBUD, use fiscal year 2007 with a beginning of fiscal year 7-1-06. Also, set up direct deposit records on GXADIRD as applicable.	Nina, Carol, Candace, Jamie & Linda with HR Team.	04-09-06	Completed. We will add new employees into Test as needed to Test benefits, etc.
AIHR 031	After a set of unit test employees transaction input is complete from above task, process the employees into Banner payroll through the calculation process, PHPCALC. Audit the gross, leave accruals, and benefit/deductions results against current system. If in error, make corrections as required to the rules and/or transactions and re-process through Banner payroll calculation process until correct.	Linda and HR Team	04-09-06	Still in process

New Action Items

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Attachments and/or meeting Handouts listed: