Employment Area Leads Meeting
Monday, February 5, 2018
3:30 – 5:00 pm
Perovich Business Center, Room 1016

Attendees: Elizabeth Amador, Amber Bailey, Mike Brown, Marie Chestnut, Joey Evans, Debi Garcia, Gil Garduno, Nader Khalil, Patty McLaughlin, Alfredo Ruiz, Krista Savoca, Kevin Stevenson, Lisa Sundvall, Rayleen Valencia, Adam Weeks and Jinnie Welliver

Agenda Items:

1. Banner 9 – Nader Khalil, Gil Garduno, Kevin Stevenson and Adam Weeks
   ▪ A new implementation, not just an upgrade. Banner 8 framework is going away on December 31, 2018 and the project timeline is based upon this deadline.
   ▪ IT kicked off several projects this month including HR, Position Control, and Employee Self Service for testing and project management. Go Live for HR, PC, and ESS is June 2018.
   ▪ IT analyzing current state of each model within Banner; what modifications are in place and what should not be? Trying to move away from modifications; these cost additional money for the functionality and therefore business processes might need to change to fit the Banner functions.
   ▪ With this implementation, IT will be responsible for about 20% of the work involved and Employment Areas will help with 80% (for the testing and input), even though IT will be doing the heavy lifting of technical support. Engagement on this implementation is key.
   ▪ Technical leads assigned to each project. Technical leads – Robert Kerwin (HR/PC) and Ian Powell (ESS) Gil Garduno assisting project from a business analysis standpoint, and will be meeting with stakeholders in the coming weeks to help with documentation for processes, which will help things flow quickly.
   ▪ EAL meetings will ensure a coordinated approach to this implementation. Banner 9 will be a standing agenda item at every meeting throughout the duration of the project.
   ▪ EALs will get access to Sharepoint site with project information.
   ▪ No new BAR needed, existing BANI access will provide access to Banner 9 in integration. Gil to send log in instructions.

2. TMS release testing update – Kevin Stevenson
   ▪ One problem is that external hires are having a hard time signing their hiring agreements. We believe this is an issue with the configuration of our Stage environment and not a release issue.

3. EOS position maintenance update – Kevin Stevenson
   ▪ Processing test hires. Encountered handful of issues, working with IT to develop fixes.
   ▪ More testing in the works before salary planner opens.
4. 2018 meeting format – Kevin Stevenson & Amber Bailey
   ▪ Meeting changed to 3:00 – 4:30 pm on the first and third Monday of each month
     i. First Monday – technical projects meeting (e.g. Banner 9 Implementation, Banner 8 Upgrades, TMS/EOS)
     ii. Third Monday – Open Agenda (call for agenda items will be made the week before)
5. Discussion – Feedback on Adjustment Reason Codes for Payroll
6. Access to ePAFs older than a year – Patty McLaughlin
   ▪ ePAFs can be looked up in BANI but in order to see attachments, you must pull them from BANP.
7. Moving expenses – Adam Weeks
   ▪ Ran out of time. This item will be moved to the next agenda.

Action Items:

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