

Business Manager Meeting Notes

February 8, 2006

The February 8, 2006 Business Managers Meeting included an update on Banner Human Resources Go Live and some other miscellaneous items.

Tom Page, Controller, opened the meeting. Tom asked the group if they had any general questions on the FY07 budget for the staff of the Budget and Planning Office, and there weren't any.

Tom shared that there are green time cards available in Payroll. Faculty and staff may pick them up, free of charge, for their departments. When HR goes live in April 2006, different time cards will be used.

There have been a few instances where faculty and staff members have refused to pay students who haven't given two weeks notice. Tom reminded the group that students must be paid for all hours worked, regardless of whether or not they give notice.

The Banner FRS module will not go live July 1, 2006 as originally planned.

Rick Kessler, Manager, Employment Services and ERP Project Team member, stated that Banner HR will go live on schedule. Banner HR is slated to go live on April 7, 2006. The first actual pay date in Banner is April 14, 2006. The Banner "essential office" training, followed by end-user training, has been scheduled for this month and next month.

Rick discussed the Rocket Number. Generally speaking, employees will use their Rocket Number rather than Social Security Numbers (SSNs) with the new system (a SSN will still be used to have a new employee initially set up on the system). After the time of hire, the employee will be identified by his/her unique Rocket Number. Forms such as fee waivers, absence reports, and time cards will use the Rocket Number rather than SSNs. Departments will use a new Operational Data Store (ODS) to look up if a person already exists on the Banner system and/or his/her Rocket Number.

Information on how to obtain new UT ID cards will be communicated to employees.

Banner will allow employee self-service opportunities via the Web and myUT web portal. Employees will be able to look up items such as their sick and vacation leave balances and benefit information.

The Student module is planned to move forward as scheduled.

Parallel payrolls are planned in March. To that end and for training purposes, departments will be asked to complete both the old SCT Plus Personnel Action (PA) forms and the new Banner PA forms, attach them together, and route through the

system. There were comments both in favor of and against having the departments complete PA's under both systems during the month of March.

One issue that surfaced is that all PA (Personnel Action) forms will need the new FOAPAL (this acronym refers to the Chart of Accounts elements in Banner: Fund, Organization, Account, Program, Activity, and Location). Budget transfers will need the Plus account number until the finance module goes live.

In Banner, the "HR" data entry functions of putting employees on the system, setting up benefits, general changes, removals, etc. will be handled by various offices: the Provost's Office for faculty, Career Services for undergraduate student workers, the Graduate School for graduate assistantships, and Human Resources for staff employees. The Budget Office will continue to enter position information in Banner. The Payroll Office will assign "jobs" in Banner (a "job" in Banner equates to an "assignment" in Plus).

Contact Rick with questions about the HR Security Access forms.

Since Bill Decatur, Executive Vice President and Chief Operating Officer, has announced that he is leaving UT, there are a few changes in leadership. Dawn Rhodes, Associate Vice President for Finance and Planning, will serve as Interim Vice President for Finance, Technology and Operations. Brian Bushong, ERP Director, will step in as Interim Associate Vice President for Finance and Planning. Lorinda Bishop, Registrar, will serve as Interim ERP Director. Tom Short, Associate Registrar, will step in as Interim Registrar.