

Business Manager Meeting Notes

May 3, 2006

The May 3, 2006 Business Managers Meeting included information on the PMP process, new legislation requiring additional paperwork as part of the hiring process and for business contracts, an update on E-billing and direct deposit/Rocket Card refunding, and an ERP HR update.

Tom Page, Controller, opened the meeting.

Andrea Gurscik, Senior Human Resources Specialist, HR, distributed Performance Management Plan (PMP) packets. Andrea said PMPs will be distributed via e-mail to Business Managers on May 10. The Business Managers are to e-mail PMP Manager Packets to their manager distribution lists by area including a list of forms which are available on the HR Forms web page. Optional PMP supervisor training was conducted in May. The PMP due date is Friday, June 23, 2006.

Andrea mentioned that the process is very similar to last year. One change is that managers may use the PMP as an opportunity to recommend that an employee attend a training session available through Organizational Leadership and Development (OL&D).

Please refer to the HR web site for various documents related to the PMP process, <http://humanresources.utoledo.edu/employment/default.asp>

Cherie Drinkwater, Senior Human Resources Specialist, HR, distributed a handout packet detailing compliance with Ohio Legislation for Pre-Employment & Business Contracting Processes. The University is required to obtain a declaration from all new employees hired on or after April 14, 2006 that they are not providing assistance to a terrorist organization. This requirement is due to the passage of Ohio Senate Bill 9, which is the state's homeland security and anti-terrorism legislation. To comply with Senate Bill 9, a new hiring form must be completed. It is called **Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization**, or the **DMA** form. The DMA is part of the hiring paperwork that the department completes along with the Personnel Action (PA) form. The new employee must also be given the **Terrorist Exclusion List**, or **TEL** form, which is referred to on the DMA form. Personnel Action forms for new hires must have the DMA form and Terrorist Exclusion List attached in order to be processed.

Additionally, Ohio Senate Bill 9 requires that vendors who have business contracts with and receive an annual aggregate of over \$100,000 from the University complete a DMA form.

Please refer to the HR web site, <http://humanresources.utoledo.edu/forms/> for DMA Public Employment, DMA Government Business Contracts, and Terrorist Exclusion List forms.

Brenda Holderman, Assistant Bursar, reported that she and Kim Hall-Sprague, Bursar, have met with additional groups regarding E-billing and direct deposit/Rocket Card refunding. All students who were enrolled in classes from Summer 2005 through Fall 2006 were mailed postcards to all their addresses. Brenda advised checking the Bursar website for updates.

Tom Page asked the attendees to encourage direct deposit for students who are on UT's payroll.

Bruce Boardman, Instructional Designer/Trainer, Project EntERPrise, announced that open labs will be held on Friday afternoons. Employees can bring their work, and ask any questions on how to complete PA's and look up the information to complete them. Bruce also offered to meet with small groups upon their request.

If a person has Banner security, that security carries over to E-print. The E-print address is <http://eprint.utoledo.edu>. For Banner canned reports, for example PHAHOUR, use the key combination CONTROL + F (equals Find).

In the web report library, you are able to find an employee by parameters such as name and Rocket Number.

Bruce said a group is working on the feasibility of combining the Personal Data Information Form with the ECI form.

Rick Kessler said the ERP team is continuing to work on self-service process issues.

Tom Page thanked everyone who helped make the first Banner payroll a success. Also, Tom mentioned that Lawson and Sungard recently conducted demonstrations on campus.