

HRMS User Group Meeting Minutes

HRMS User Group Meeting					
DATE: TIME:	Thursday, February 10, 2011 1:00 – 1:45PM	LOCATIONS:	Carson City – MU 1 Elko – GBC Berg Hall Conference Room Henderson – NSC BW2-119 Las Vegas – CSN WC Pres E322 Las Vegas – SCS 102 Las Vegas – UNLV UNSOM 304 Reno – SCS 47 Reno – TMCC RDMT 3150		
CO-CHAIRS:	Larry Hamilton	NOTES:	Elora M. Paik		
ATTENDEES:	Andrews, Anna - NSHE		Henry, Mary Ann-UNSOM		Ottaviano, Debby —NSHE
	Beers, Kim - UNR	X	Johnson, Mike – SCS	X	Paik, Elora—UNLV
	Brown, Karen – SCS		Kelley, Michelle —BCN		Patterson, Jane—UNR
	Casey, Christine—NSHE	X	Kendall Buscay—WNC		Peel, Becky –TMCC
	Dintiman, Grant —NSHE		Knight, Audra—UNR		Petrie, Tina—CSN
	Doetch, John –UNR		Madalinski, Shelley – BCN		Shafer, Ellen—WNC
	Hooper, Michelle - CSN	X	Larson, Teresa —WNC		Redding, Vic - NSHE
	Gagliardo, Rosemarie - UNSOM		Lewis, Lucina –GBC		Rountree, Lori - UNR
	Garland, Matt—NSC	X	Lewis, Oscar–SCS	X	Scarboro, John—CSN
	Green, Mary–BCS	X	Littlefield, Cindy –DRI		Sibert, Sonja – GBC
	Guevara, Jill - BCN		Lowe, Jim —SCS	X	Smith, Nyleen —UNR
	Guinan, Anthony —CSN	X	Meador, Michelle —TMCC		Tucker, Irene—WNC
	Guitierrez, Dan —UNLV		McFarling, Tim–UNR	X	Tully, John—SCS
	Hamilton, Larry –UNLV	X	Tina Mangro—WNC		Viton, Christopher
	Heiss, Linda—NSHE		Nolan, Connie—UNLV	X	Lori Radecki—NSC

I. Agenda

<p>A. Year-End / W2 Process</p>	<p>I) Jim Lowe states that end of year and W2 processing was very successful with 28K w2s generated of which 10K were delivered electronically.</p> <p>Payroll offices reported a few ‘forgotten’ password and miscellaneous challenges</p> <p>UNLV/HR reports this was the quietest year with the fewest calls or complaints about the process.</p> <p>TMCC reports ‘all quiet’</p> <p>Jim Lowe the annual Purge process is being set up in QA. An email reminder of the process and the expectations for process completion will be delivered very soon.</p> <p>Larry reiterates that the purge process runs – unless and in fact – there are statements to the contrary from the group. Jim Lowe concurs and will include that information in the email.</p>
<p>B. Web HRMS Improvement Committee Update (Donnie and Oscar)</p>	<p>II) Oscar Lewis summarized that the Web HRMS Improvement Committee has completed the implementation of the streamlined printing process from web-contracts, he has received finalized set of REMARDS from Connie and Dan, he is moving toward mockups of those comments and identifying the last set of small changes to wrap up the ‘improvement project’.</p> <p>Committee reports that printing is “great” with several users praising the feature .</p> <p>Larry clarifies that ‘timeline for dissolution’ of project, reiterates and confirms the committee’s assurance that this project had defined objectives and those are nearly met.</p>

HRMS User Group Meeting Minutes

<p>C. X-Net (Jim Lowe)</p>	<p>SCS will look toward getting more activities going near the end of February or early March.</p>
<p>D. iLeave (Larry Hamilton, UNLV CHRO)</p>	<p>Larry Hamilton discussed the pending move of UNLV and NSHEB to the iLeave system with server purchases, implementation and and training. He encourages other campuses to look for opportunities to see how this works for these two portions of the system as the terms of contracts include possible institution additions and the fact that Leave is run by NAC AND BoR code that should encourage consistency of processes and should be achievable state wide.</p>
<p>E. TALX I-9 (Larry Hamilton, UNLV CHRO)</p>	<p>Larry Hamilton describes the progress and implementation plan to utilize a 'hosted' service to generate, maintain, and report I-9 documentation with a startup date of March 1 and full implementation schedule of June 30, 2011 – a 'mythical' deadline will be communicated with campus constituents and then a hard date where after such documentation will be performed on TALKS from then forward.</p> <p>Matt Garland asks about pricing and Larry states that our contract is approximately 9,900 based upon IPEDS numbers and future growth expectation of approximately 3%.</p> <p>Larry again encourages other campuses to look for opportunities to see how this works as contracts were enhance in case other institutions might find this tool valuable.</p>
<p>F. TALX Work Number (Larry Hamilton, UNLV CHRO)</p>	<p>Larry Hamilton describes the progress and implementation plan to utilize a 'hosted' service to have all employment and salary verifications utilize a second portion of TALX called WORKNUMBER were a centralized telephone number would allow employee and financial institutions to get these verifications as needed without utilizing UNLV HR staff. Startup date of second half of year with full implementation scheduled for December 31.</p>
<p>G. Other campus 'solutions'</p>	<p>None.</p>
<p>H. Daily Encumbrances (Larry Hamilton, UNLV CHRO)</p>	<p>Requests discussion and agreement that UNLV/DRI can place a priority request on SCS that should require 'little' effort and not effect other campus procedures. Larry is requesting that SCS modify the advantage encumbrances process to occur on a nightly basis for UNLV without data entry into position control. HRMS committee and SCS agree to allow Larry to proceed with request.</p> <p>DRI states that they are working on a batch process of downloading data directly into advantage and would like to opt out of this process.</p>
<p>I. Rumor control – paperless advices (Matt Garland, NSC)</p>	<p>Matt Garland request clarification regarding rumor that all of BCS is going to require 'paperless' advices. Mary Jimenez explains that UNLV has stopped automatically generating and delivering paper advices, that if an employee wants a paper advice they can come to payroll and ask for one...this should encourage people to go paperless/direct deposit.</p> <p>Matt Garland and NSC states that departments can pick them up at NSC and CSN still delivers them to campus departments.</p> <p>Larry and Matt are going to coordinate to change the language on the ESS website that describes the differing approaches to paper advices.</p> <p>CSN is also not receiving advices from the UNLV Payroll Office and has encouraged employees to go paperless direct deposit. Our employees who cannot access ESS or choose not to access ESS can come to our office and we will</p>

HRMS User Group Meeting Minutes

	coordinate getting them a printed version.																										
J. Rumor Control – PeopleSoft Push? (Christene Casey)	If there is actual movement toward an ERP for Finance and HR, there will be a new RFP made public. the vendor as soon as he can get some requirements. This can be removed from HRMS User Group agenda.																										
K. New Business – next agenda items	<p>Kim Beers asks about the prioritization of new HRMS requests.</p> <p>Larry suggests that he likes to meet face to face to haggle over priorities and will work with Kim Beers to set up a time / location (in Reno) to get together to start the priority process again.</p> <p>Mike Johnson will work on a discussion about upcoming PeopleStrategies/Integral future support for Legacy systems.</p>																										
II. Other																											
A. HRMS Minute Takers – suggested revisions for coming 13 calendar months	<p>Minute taking will continue to be rotated among campuses. It is the responsibility of each campus to ensure a representative is present to take the minutes.</p> <p>Current rotation includes:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td>CSN UNLV</td><td>February 2011</td></tr> <tr><td>DRI</td><td>March 2011</td></tr> <tr><td>UNR</td><td>April 2011</td></tr> <tr><td>BCS</td><td>May 2011</td></tr> <tr><td>NSHE/SCS</td><td>June 2011</td></tr> <tr><td>GBC</td><td>July 2011</td></tr> <tr><td>CSN</td><td>August 2011</td></tr> <tr><td>WNC</td><td>September 2011</td></tr> <tr><td>UNR Med School</td><td>October 2011</td></tr> <tr><td>NSC</td><td>November 2011</td></tr> <tr><td>TMCC</td><td>December 2011</td></tr> <tr><td>BCN</td><td>January 2012</td></tr> <tr><td>UNLV</td><td>February 2012</td></tr> </table>	CSN UNLV	February 2011	DRI	March 2011	UNR	April 2011	BCS	May 2011	NSHE/SCS	June 2011	GBC	July 2011	CSN	August 2011	WNC	September 2011	UNR Med School	October 2011	NSC	November 2011	TMCC	December 2011	BCN	January 2012	UNLV	February 2012
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