

HRMS User Group Meeting Minutes

HRMS User Group Meeting						
DATE/TIME:	Thursday, September 12, 2013 1:00-3:00pm					
CO-CHAIRS	Larry Hamilton and Kim Beers		NOTE TAKER:		BCN/UNR	
LOCATIONS/ ATTENDEES:	CSN WC Pres E322		Reno SCS 47		Las Vegas SCS 304	
	Hooper, Michelle - CSN	X	Andrews, Donnie - UNR	X	Johnson, Mike - SCS	X
	Guinan, Anthony - CSN	X	Beers, Kim - UNR	X	Green, Mary - BCS	X
	Petrie, Tina - CSN	X	Cavilia, Jill - BCN	X	Hamilton, Larry - UNLV	
	Scarboro, John - CSN		Doetch, John - BCN		Lowe, Jim - SCS	X
			Green, Mary - BCS		Nolan, Connie - UNLV	X
	GBC HTC 137		Henry, Mary Ann - UNSOM		Paik, Elora - UNLV	
	Lewis, Lucina - GBC		Knight, Audra - BCN	X	Thomsen, Naomi - UNLV	X
	Sibert, Sonja - GBC	X	Littlefield, Cindy - DRI	X	Viton, Christopher - UNLV	
			Madole, Denise - BCN/UNR	X		
	NSC BW2-119		McFarling, Tim - UNR		TMCC Dandini RDMT 3150	
	Canfield, Cheri - NSC	X	Rountree, Lori - UNR		Meador, Michelle - TMCC	
	Garland, Matt - NSC	X	Smith, Nyleen - UNR		Peel, Becky - TMCC	
	Needham, Patti - NSC	X	Suh, Kym - UNR	X	Scollard, Nicole - TMCC	X
			Tully, Joann - UNSOM North	X		
	NSHE - North		Tully, John - SCS		WNC CED 307	
	Casey, Christine - NSHE	X	Valunte, Migle - BCN	X	Tucker, Irene - WNC	X
	Camposano, Ruby - NSHE	X			Kendall Buscay - WNC	
	Dintiman, Grant - NSHE	X	UNSOM South 2040 Rm 506			
			Gagliardo, Rosemarie - UNSOM	X		

I. Agenda

Topic	Facilitator	Comments
Direct Deposit/Debit Card	All	Ruby Camposano addressed the plans for implementing the debit cards. NSHE has identified administrators for the program at each campus and the business office. NSHE will develop some model communication materials for the institutions to distribute. Ruby will organize a meeting of the administrators, payroll managers, B of A and HRAC members. The business process for this project needs to be mapped.
End date - 4 screen	Audra Knight	UNR and BCN are using this field to enter the physical date the employee leaves the organization. If employee works at multiple campuses, the system is using the end date and then generates two pay records. This field causes the system to look for a pay date as of that date or later. Mike will work with Audra for a solution. A possible solution is to compare End Date to Begin Pay Period date rather than End Pay Period Date.
% of FTE on contract	Irene Tucker	Western requested that a change be made to the FTE field on the Terms to add the Percentage of FTE. After discussion, the group decided to table this due to more pressing needs.
HR Applications Staff Activities	Mike Johnson	9/9 - Latest web contract enhancements moved to production - 5 more employee types to do. 9/16 - Latest version of vendor update (DB2) in QA. Implementation scheduled for 9/28. Uncertain if SCS will have a role in the debit card project.
Effective Date Field Use	Mike Johnson	Resolved prior to meeting
ACA Notice to Employees by		The status of this project was discussed. There

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October 1		is confusion as to what PEBP is doing and what the institutions need to do. Tim will talk to Christine and get back to the group.
Announcements		Welcome to Cherie Canfield, new Director of Human Resources at NSC

II. Other							
HRMS Minute Takers	<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"> <tr> <td>UNSOM</td> <td>October 2013</td> </tr> <tr> <td>BCN</td> <td>November 2013</td> </tr> <tr> <td>CSN</td> <td>December 2013</td> </tr> </table>	UNSOM	October 2013	BCN	November 2013	CSN	December 2013
UNSOM	October 2013						
BCN	November 2013						
CSN	December 2013						
Next Meeting	→ October 10, November 14 or no later than December 12, 2013						