ERP CORE IMPLEMENTATION TEAM
Date: November 9, 2008
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Tina Flener

Members Present:
Jackie Dudley

David Blackburn	Brantly Travis
Stacy Bell	Josh Jacobs
Tracy Roberts	Anita Poynor
Linda Miller	Linda Myhill

Members Absent:
0

Visitor:
0

Distribution of M numbers update: The meeting opened with Linda Miller distributing a handout on the schedule for HR "Go Live". Linda stated that an e-mail will be sent out late December notifying employees that their M# will be on their pay stub. Jackie said that the November 21st payroll will also include monthly payroll; a reminder will be included on a stuffer for al employee's that time will be entered online and check stubs will be sent electronically. There will be different stuffers for Bi-Weekly and Monthly. There was concern for employee's who need to access e-mail not having their credentials, it was decided that on the stuffer it should direct employee's with questions to their supervisors or to the Help Desk if it was for e-mail.

Jackie suggested having the training the first week of December on the Monday or Tuesday, Wednesday at the latest. It was agreed that this would be the way that M#'s would be distributed for employees and student employees.

Linda suggested sending out a reminder to department heads regarding the set-up of the time Kiosk and having approvers ready. Issues were brought up with how the Kiosk computer would need to be configured. Computers that access the web on campus must first log into the network. There was much discussion on what log in should be used, if it should be an individual or a generic login. Brantly stated that the issue would have to be taken back to Tommy's group; in the meantime the Kiosk reminder will be held back until the login has been decided. Linda Myhill posed the question on if the Kiosk's will need printers to print out time cards and paystubs. After much discussion there were many points such as how many Kiosks' are needed, how many need dedicated lines, how will Facilities and Food Services be handled, etc. It was decided that these will need to be looked into further.

Student Team update: Anita informed the team that they have had another hit. Jan Kind; the person doing Banner, has turned in her retirement notice. Her last working day is November 21st. Anita stated that they are now at a deficit with the final stages of building and testing Financial Aid. The team tossed around ideas to help in the situation. Anita stated that they were

looking into having a retired Financial Aid person from a Banner school in Indiana come in to help out. Jackie pointed out Linda Scott is the go to person on the Financial Aid situation.

Stacy informed the team that the training has been moved to next week and there is a conference call with the consultant this Wednesday regarding things needed for moch. Stacy reported Admissions is moving along. Tracy added that they have not started moving through batches because they are having issues with vendor matches.

Luminis update: Tracy found the problem with the approval que's; additional testing is needed to confirm. Sherry will need to reset the Test ID's.

Brantly has been working with Carlos; he stated that one issue with Production has been creating Goat Pad records. Brantly posed the question on weather or not the records should be created now or later; doing it now has the advantage of Carlos will be available to help.

Other topics of Discussion: Tracy stated concern with Student team being behind on general student load due to the lengthy amount of time it takes to test.

Jackie stated that she, Anita, Brantly, and Michelle will be meeting on touch net and said she will be adding a touch net agenda on the schedule.