



Peralta Community College District

Meeting Minutes

DATE OF MEETING	02/10/2011
TIME	10:00 A.M
PLACE	I.T Conference Room
ATTENDEES	David Betts, Michelle Lenh, Denise Fontenot, Nancy Pak, Ruby Andrews, Jennifer Siebert, Marie Kobase, Julie Huang, and Raghuvir Goradia

Agenda:

DISCUSSION	01. Discussed Peoplesoft Fields on Student Admin module – Instructor Assignment Class and how can HR benefit from it?	
	David – showed us where the Peoplesoft fields on S.A modules are available. And explained that they don't serve the purpose for HR to track the Tenure Track year and other relevant data.	
CONCLUSIONS	Team decided to meet with Student Admin Team to discuss this further; and If possible by end of next week.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
a. To meet with S.A Team	Raghuvir	02/19/2011
DISCUSSION	02. Addresses: a. Notification from HR to Payroll if an employee updates his address and mailing address is different from Home? b. W2 Report – Electronic file submission doesn't accept fields like STATE and Country with no Values within that respective field?	
	a. H.R would notify Payroll when an Employee requests any edits/updates his "Mail" address type thru the NOTIFY Button on modify the person page. This will enable payroll to update the radio button within update payroll options for that employee. (Please read the documentation)	
	b. I.T will create a query which Payroll can run before the W2 file generation for submission. So, the file doesn't run to error.	
CONCLUSIONS		
	a. I.T will document the process and send it to the HR/Benefit/Payroll users.	
	b. I.T will create a query for Payroll to run at Year end Process (W-2 process).	
ACTION ITEMS	ASSIGNED TO	DEADLINE
HR/I.T	Raghuvir.	Update on next meeting

DISCUSSION	03. Implementation of Leave Absence management and Time and labor.
	David provided the information that Peralta would like to go live by 07/01/2011.

CONCLUSIONS		
ACTION ITEMS	ASSIGNED TO	DEADLINE
Meet next Meeting to discuss more on Solution provided by MIS (Oracle Partner Group)	Team	03/10/2011
DISCUSSION	04. Child center Employees Contract.	
CONCLUSIONS	Not yet decided (depends on Contract with union)	
ACTION ITEMS	ASSIGNED TO	DEADLINE
None		
SPECIAL NOTES		
	Please use Footprint to log any issues.	