



# Peralta Community College District

## Meeting Minutes

<b>DATE OF MEETING</b>	03/10/2011
<b>TIME</b>	10:00 A.M
<b>PLACE</b>	I.T Conference Room
<b>ATTENDEES</b>	Anthony Hale, Michelle Lenh, Nancy Pak, Ruby Andrews, Jennifer Siebert, Julie Huang, and Raghuvir Goradia

**Agenda:**

<b>DISCUSSION</b>	01. Supervisor Updates on Job Data
	Process: Department level and Position level.
	We went thru a brief process overview. And we decided to discuss with David.
<b>CONCLUSIONS</b>	In the next meeting we will walk through the process and document the same.

<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
HR/I.T Team	Raghuvir / David Betts	04/14/2011

<b>DISCUSSION</b>	02. Addresses: a. Notification from HR to Payroll if an employee updates his address and mailing address is different from Home?
	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>CONCLUSIONS</b>	
	I.T planned a walk thru for the process with documentation for the users. It will be e-mailed after the meeting to all the users.

<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
HR/I.T	Raghuvir.	Completed

<b>DISCUSSION</b>	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.
<b>CONCLUSIONS</b>	Absence of key team members, we planned to re-visit this issue.

ACTION ITEMS	ASSIGNED TO	DEADLINE
Meet next Meeting to discuss more on Solution provided by MIS (Oracle Partner Group)	Team	04/14/2011
<b>DISCUSSION</b>	04. Benefits Billing	
<b>CONCLUSIONS</b>	We will re-visit this issue with Jennifer.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
None		
<b>DISCUSSION</b>	05. Adjunct Sick leave updates in the system.	
<b>CONCLUSIONS</b>	We updated the users on the status of the same. I.T has received the data to be loaded into the Peoplesoft Pages. I.T is analyzing the effort for the team for review.	
	We will update as soon as we have completed the task.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
Adjunct leave accrual updates	I.T Apps Team	04/14/2011
<b>SPECIAL NOTES</b>	01. We discussed tenure review process but due to absence of key members, we decided to re-visit at a later date.	
	Please use Footprint to log any issues.	