



Peralta Community College District

Meeting Minutes

DATE OF MEETING	04/14/2011
TIME	10:00 A.M
PLACE	I.T Conference Room
ATTENDEES	Anthony Hale, Michelle Lenh, Nancy Pak, Ruby Andrews,
	Julie Huang, Denise Fontenot, Isabel Cabrera, Alvin Owens
	and Raghuvir Goradia

Agenda:

DISCUSSION	01. Retiree Record creation on Job Data Department, Job Code and other fields as required. Denise and Nancy briefed about few employees who belonged to sheriff office and so Ruby decided to review those Employees records and fill the required details for Retiree record that didn't exist on mainframe and Peoplesoft.	
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CONCLUSIONS	Ruby will update us based on her review of other retirees in similar position.	
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ACTION ITEMS	ASSIGNED TO	DEADLINE

DISCUSSION	02. New Benefit Program created and is active within the system. New Benefit Program "PTC" will be used for Non Tenure Full time faculty and Long term subs. This Employees won't be enrolled for OPEB Benefit program. For existing OPEB data for Non tenure track faculty and LTS, Finance will create a Journal Entry based on the data already defined in the system during the current fiscal year.	
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CONCLUSIONS		
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ACTION ITEMS	ASSIGNED TO	DEADLINE

DISCUSSION	03. Update on Implementation of Leave Absence management.	

CONCLUSIONS	David will send an outline of requirements to I.T for review and based on that HR and I.T will review the proposal for RFP.	
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ACTION ITEMS	ASSIGNED TO	DEADLINE

DISCUSSION	04. Benefits Billing	
	Tony briefed on the overview of the this item and what stage we are at.	

CONCLUSIONS	We will review in Jennifer's presence.	

ACTION ITEMS	ASSIGNED TO	DEADLINE
None		

DISCUSSION	05. Julie encountered an scenario where Employee updated her mailing address	
	Through self service portal but was not able to update Home Address.	

CONCLUSIONS	I.T will analyze and let he group as soon as they complete the review.	
	Analysis updated on 04/20/2011: At present, faculty and/or may be students also can go to Campus Personal information Menu within the self service option and update their mailing address but they are not able to update HOME Address. That's the reason the Employee was able to update the mailing address.	

ACTION ITEMS	ASSIGNED TO	DEADLINE
I.T Analysis – Explained above and attached a document	I.T Apps Team	04/20/2011
Request HR to speak to SA and take appropriate action as needed.	HR/SA	

DISCUSSION	06. Adjunct Sick leave updates in the system.	
	I.T updated that adjunct sick leave hours have been updated in the test system. And H.R is reviewing the data. We had few clarifications, which H.R will review and get back to us.	

CONCLUSIONS	More updates will be provided in next meeting.	

ACTION ITEMS	ASSIGNED TO	DEADLINE
Adjunct leave accrual updates	I.T Apps Team and HR	Review Stage

SPECIAL NOTES	Please use Footprint to log any issues.	