



Peralta Community College District

Meeting Minutes

DATE OF MEETING	05/12/2011
TIME	10:00 A.M
PLACE	I.T Conference Room
ATTENDEES	Anthony Hale, Jennifer Siebert, Ruby Andrews, Michelle Lenh, Nancy Pak, MacArthur, Julie Huang, Denise Fontenot, David Betts and Raghuvir.

Agenda:

DISCUSSION	01. Retiree Records – to be created on Job	
	Ruby discussed the difficulties faced while creating the record and David said he will assist her on completion by activating the required data fields.	
CONCLUSIONS	HR would work within their Team to resolve this issue	
ACTION ITEMS	ASSIGNED TO	DEADLINE
DISCUSSION	02. How are we going to handle Child Care Employees this summer in payroll due to the challenge faced while handling their hourly pay data and benefits.	
CONCLUSIONS	<ul style="list-style-type: none"> - Payroll will contact PERS County and get an update on how those employees needs to be handled. 	
	<ul style="list-style-type: none"> - Benefits will be paid by the District. 	
ACTION ITEMS	ASSIGNED TO	DEADLINE
Payroll will contact Kristi and get back to HR team.	MacArthur	Before next meeting
DISCUSSION	03. Part time Instructors defined under PRR Paygroup doesn't need have STRS benefit and must have their Medical and Dental contribution taken on their paycheck	
CONCLUSIONS	H.R won't enroll them in STRS benefit and Payroll will define them on Paysheet – onetime deduction as a Subset deduction where the required deduction will be taken.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
I.T will talk to Payroll and work out as solution together.	Raghuvir and Amany	

DISCUSSION	4 by 10 Work Week Schedule discussion	
	- David briefed more formal policies will be presented. Nothing has been finalized so far.	
CONCLUSIONS		
ACTION ITEMS	ASSIGNED TO	DEADLINE
None		
DISCUSSION	05. Since benefits start on the first of following month, the Salary shown on the Job data must be gross-up with the 1 st of the following month.	
	HR will introduce three rows for an Administrative employee or an employee whose furlough amount is not deducted through Additional Pay Menu. (Applicable to contract FT positions such as Administrative positions)	
	01. It will display the actual Salary at which the employee is hired.	
	02. Same Effective date as the first row but with new effective sequence, this row will display the new salary amount (This will be with reduced furlough amount)	
	03. A future Effective dated row i.e. first of the following month with the Gross-up Salary Amount.	
CONCLUSIONS	This will show the right amount being paid to the employee and LTD deduction won't be shown in their first paycheck.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
DISCUSSION	Adjunct Sick leave updates in the system.	
	I.T will have a separate meeting on 05/26/11 to discuss further details of implementation of the leave details.	
CONCLUSION	More updates will be provided in next meeting.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
Adjunct leave accrual updates	I.T Apps Team and HR	
SPECIAL NOTES	01. David will provide updates on Leave of Absence and Personnel Action forms to PRT team.	
	02. Please use Footprint to log any issues.	