



Peralta Community College District

Meeting Minutes

DATE OF MEETING	08/12/2010
TIME	10:00 A.M
PLACE	I.T Conference Room
ATTENDEES	David Betts, Ruby Andrews, Nancy Pak, Julie Huang, Denise Fontenot, Isabel Cabrera, Teofila Castro, Michelle Lenh, Amany El Masry and Raghuvir Goradia.

Agenda:

DISCUSSION	01. RCA Paygroup – Part time Adjunct Assignments for Regular Classified Employees is defined as a new job instance with RCA Paygroup. But if they are terminated for any reason what will be impact on Job instance (i.e. Employment Rcd #) and subsequent Benefits and Payroll impact?
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H.R decided that once terminated on their regular classified job, they will terminate their RCA Job instance also and assign new instance # with PCA Paygroup. There would be some form of communication to Benefits to update their respective Benefit enrollments and Payroll to update payroll Options to PCA Paygroup and General deductions page as required for respective deductions to be taken.

CONCLUSIONS	HR will document this as a standard procedure so Benefits and Payroll can also follow them.
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ACTION ITEMS	ASSIGNED TO	DEADLINE
Document the Process and share with Team members	David Betts	

DISCUSSION	02. Faculty Step Increase – Data verification.
HR had following questions whether the automated process will take care of –	
<ul style="list-style-type: none"> a. If the step entry date is not 08/01/20XX of the previous fiscal year will the employee move to higher step? b. If we update the employee to a different column with a new step entry date? c. What about employees with contract changes? 	

CONCLUSIONS	
We will work on the scenarios thru Test database and IT will provide the data once again for verification process so tomorrow we can update the respective faculty groups which will in turn create their paysheet with right amounts.	

ACTION ITEMS	ASSIGNED TO	DEADLINE
01. IT to provide the data once again for verification	Raghuvir	08/12/2010
02. Run the test scenario	HR and I.T	08/13/2010

DISCUSSION	03. Procedure for any new Employees hired after first or during the Month?	
	A. HR decided Furlough will not be taken for any Employee who gets hired after the 1 st of the month if it is a furlough month.	
	B. If an Employee is hired, payroll has to update the Employee's Additional Pay data page with FUR ERNCD and 8 hours with the Effective date in its respective furlough month. They will also update the page with End Date.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
Procedure to be documented	David Betts	

DISCUSSION	04. Adjunct leave(s) Process update given to the team.	
CONCLUSIONS	I.T needs to provide the Test link to HR (Isabel) for verification purpose and then IT will upload the employees and their respective leave data accuracy has to be verified by H.R	
ACTION ITEMS	ASSIGNED TO	DEADLINE
01. Provide the Test link to H.R (Isabel) and upload the leave data for all employees after pilot data for a single employee verification	I.T	08/12/2010
02. HR needs to verify the data. In case of any discrepancy, we have to update accordingly the data for the employee.	H.R and I.T	09/15/2010
03. Define and document the process of leave with HR		

DISCUSSION	05. HR requested the following – A. To explore the Time and Labor module Demo from PeopleSoft for leave update consistency. B. Status on PAF	
CONCLUSIONS	A. Raghuvir will speak to Minh and see if we can have a DEMO on T&L. B. Minh will update the Status on PAF to the team next meeting.	
ACTION ITEMS	ASSIGNED TO	DEADLINE
T&L Demo (Speak to Minh)	Raghuvir	
PAF Status – by Next Meeting	Minh	
SPECIAL NOTES	Previous Meetings Status on respective points: -	
	Please use Footprint to log any issues.	