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**FACT Meeting Notes  
Monday, August 20, 2007  
3 – 3:45 pm; CSS 302**

Present: Lisa Besemer, Vicky Deur, Sara Dew, Melissa Dohnal, Kathy Fisher, Don Flickinger, Jo Gerst, Denise Grinnell, Bruce Gilchrist, Kim Graboskey, Lori Henderson, Bobbi Landreth, Kim LaTendresse, Kris Rasmussen, Kristen Salomonson, Karen Thompson, Rob Wagner, Nancy Wencil, Adam Wetherell.

Absent: Sam Fattore, Dave Steffens

1. **Committee Membership Change** – Kristen Salomonson is replacing Craig Westman's position on this committee.
2. **Non-HR/Student Employment employees changing HR addresses and employee names** –
  - a. Adam has discovered that someone outside of HR has changed a "MA" mailing type for an employee. He reminded the committee that only HR staff should be using and maintaining the MA mailing type.
  - b. Adam has discovered that someone outside of HR has changed an employee's name based on a marriage certificate. HR requires a copy of the person's social security card prior to making a name change because 1098Ts and W2s must match the name on the SS card. He reminded the committee that only HR staff should be changing employee (including student employee) names in Banner.
  - c. Adam will send Jo and Bruce the user names of those who made the changes. Bruce will check the current procedures to make sure that staff are instructed accordingly.
  - d. Enrollment Services will let Adam know if their staff needs to have access to additional screens in Banner to view the employment status of individuals.
  - e. Any modification to the Data Standards Manual can be sent to Kristen Salomonson who headed the group that created the manual.
3. **Notification of gurdjobs deletion of historical files** – All departments are ready; this can be implemented as soon as we've notified the campus community publicly. Denise will post a UWN.
4. **Additional contract work for Lora Caputo** – current need is IPEDs reports; Lora is not available to assist immediately, therefore Kathy will look elsewhere for assistance. No additional work was brought up from the group. Denise mentioned that the Banner budget would likely no longer be able to pay for Banner consulting work.
5. **Updates** --
  - a. HR 7.2.4 for IPEDs in October
  - b. HR 7.2.5 for Year End release in early December
  - c. Employee Self Serve 7.3.2 for Year End release in early December
  - d. Kim will be working to test in SAND putting the Direct Deposit Advices solely on-line. She mentioned that hourly and salary staff could be changed separately if needed, but that everyone in each category who is on Direct Deposit would need to printed or

- paperless. She will be sending a proposal to the President's Council per Dr. Duffett's request. Karen expressed concern that the custodial staff have appropriate training and communication. Lisa suggested that posters be made and placed near time clocks and other locations that these employees frequented.
- e. WebFOCUS upgrade has been delayed until mid-September; IBI will be doing the upgrade.
  - f. Xtender will need to be upgraded from 7.0.1 to 7.1 for the Luminis IV project.
  - g. DIRT committee report – current average of duplicates created each month is 9; this is a very manageable number. Charlotte Tetsworth is cleaning up about 50 duplicates each month. New common matching rules have been put into place in GOLD for the EMT download. Please forward any potential duplicates to someone on the DIRT team (which includes Denise).
  - h. Fourth Day count is on August 30<sup>th</sup> – Kris will try to get ODS to take a snapshot for reporting on Aug 30<sup>th</sup>. GOLD does not need to be brought down for this. Kristen mentioned that all the IPEDs fields have already been identified. Kathy will need to append the IPEDs data from this year to the previous' years data ("Big Daddy") in the Ferris schema.
  - i. Request from Data Security to discuss getting rid of the SSN in the Alternate ID field. Tabled until next FACT meeting.

*Submitted by Denise Grinnell*