

# Extension Quarterly Campus HR/Fiscal Meeting

---

Date: September 5, 2017  
Location: 1110 S. College  
Time: 10:00 am-12:00 pm

## Agenda

1. Introductions – Callie Glascock
2. [HR upgrade 9.2](#)-Diane Dews  
HR 9.2 Upgrade  
Firefox
  - a) If any issues, change the browser (preferred Chrome or Firefox) and/or clear cache
    - When approving, don't use tile (it will just "spin" and not go forward)
      - o Use Time & Labor Workforce, Approve Time and Exceptions
        - Save as a favorite for future use
        - DO NOT approve an exception
          - Diane needs to fix and approve
  - b) If comp time balances aren't correct; keep sending incorrect balances to Diane and she'll get it fixed
    - Comp Time Issues
      - o Several issues but cleaned up we think
      - o Individuals in Educator titles still having problems
        - Any upgrade in nightly process in PS effects their available leave balances,
      - o Anyone who thinks comp time balances (or other leaves) are not correct, notify Diane Dews
    - myHR
      - o Use Firefox
      - o View a Check has pop-up blocker (need to clear)
      - o Under Payroll,
        - Paychecks – can view checks 8/9/2017 and later
        - Paychecks Prior to 8/1/2017 – view checks prior to 8/1/2017
3. [Policy Redesign](#)-Tracy Greenup
  - a) Phase 1 – Policies
    - Reviewed 240 policies
    - Eliminated or consolidated policies that were outdated, duplicated, or redundant
    - Put policies in one central location instead of several different locations;
    - Identified policy owners and assigned responsibility
    - Search function will enable better searching
    - FAQs went live online in August
    - Final policy webpage goes live in October (probably mid-October)
    - Key Policy Changes
      - (1) PCE 60 day approval moved to 1 year
      - (2) Software and cell phone policies under review to streamline and standardize approval process;  
NOTE: Software has to go through ETCS
  - b) Phase 2 – Procedures
4. [One Card Reconciliation in T&E](#)-Tracy Greenup, Will Zabriskie and Michelle Haddock
  - a) Replaces the paper statement

- b) Funding based approval
  - c) The Approval Official role will be eliminated
  - d) PaymentNet will still be available to review card declines, credit limits, etc. But you won't be editing in PaymentNet anymore
  - e) Training starts next week September 11<sup>th</sup> through \_\_\_\_\_
    - Online in MyLearn
    - Open training sessions
  - f) The new reconciliation process begins after the October 25<sup>th</sup> cycle
5. Marshall Stewart

If time permits, other topics we may discuss. Otherwise, information will be emailed.

- [Grant delegation of authority](#)-Carol Heffner
- Full costing/institutional support update-Shelly DeJaynes
  - On/off campus deptids can be merged
  - Monthly charges process
- PO process for "receiving" in PS-Shelly DeJaynes

Attendees:

Vicki Back  
Jennifer Blair  
Karin Burgees  
Lora Curry  
Melissa Davison  
Shelly DeJaynes  
Diane Dews  
Kim Foley  
Callie Glascock  
Tracy Greenup  
Carol Heffner  
Daffany Hood  
Patty Hudnut  
Karla Imhoff  
Windy Kirkpatrick  
Patrick Kurtz  
Emily Mangano  
Renee Morrill  
Thom Pancella  
Janice Perkins  
Tom Pitchford  
Tamara Robbins