



Banner Human Resource Training Classes are Coming in May!!!!

The Banner Human Resource teams are seeing the light at the end of the tunnel! They have completed their validation and rule tables, populated the data, worked on a new Electronic Personnel Form (EPAF) to take the place of OneForm and worked out how they will use a new electronic process to review and approve timesheets submitted by SPA Temps and Students. They've tested and converted data and tested some more. They've worked on interfaces and integrations. What's left to do? Well a lot, that's for sure. But one of the items they are getting ready to do is offer Banner Human Resource training classes. Here's the info on what will be offered and when.

A Banner Basics class is being offered to only staff and faculty who have never used Banner INB in the student and/or finance modules. It will cover Banner terminology, navigation and provide end users hands on experience. Marilyn Orlovsky will instruct the class. Class dates are May 2, 3, 9 and 10.

Intro to Banner Human Resources will be instructed by Chris Turner. This class will introduce everyone to Banner HR and all the concepts needed to work with Banner HR. It is a prerequisite for all the other HR classes. You must be familiar with Banner terminology and navigation. If you're not, the prerequisite is the Banner Basics class. Class dates are May 11, 14, 16, 17 and 18.

Initiating Electronic Personnel Action Forms (EPAFs) is a class that will explain the new electronic process which will replace the

OneForm—hooray!!! **Everyone currently responsible for approving OneForms should take the class.** Karen Traynor will be the trainer, no pun here folks! Remember, the prerequisite to this is the Intro to Banner HR class. Scheduled dates are May 21—24.

Karen will also instruct the Approving Electronic Personnel Action Forms (EPAFs) class. The class will explain the process for APPROVING EPAFs, the electronic process that will replace the OneForm. **Everyone currently responsible for approving OneForms should take this class.** Once again, the prerequisite is Intro to Banner HR. Class dates are June 11—14.

The Approving Timesheets for Temps and Students class will explain the new electronic process for reviewing and approving timesheets submitted by SPA Temps and Students. They are the only employees who must submit time in order to be paid. **Everyone currently responsible for approving SPA Temp and Student timesheets should take this class.** This class will be instructed by Gwen Green. Class dates are June 4—8.

Currently the classes for Banner Basics, Intro to Banner HR, and Initiating EPAFs are posted on OneStop, but the others will be there soon! So save your dates and register for the Banner HR class(es) you need!

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Becoming familiar with Banner HR and practicing will make the transition a lot easier. Please register for the classes that will help you understand the new HR procedures.



For more information, check out the Banner Training website
<http://www.ecu.edu/cs-itcs/banner/>

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BANNER PROJECT

Volume 2, Issue 4

April 2007

32 Fabulous Volunteers that will be Facilitators for the HR Classes !!!!

The call went out to the departments and divisions on the east and west side of East Carolina University and the staff responded soundly. There are 32 volunteers who will assist the trainers in the upcoming Banner Human Resource classes. Facilitators are needed because East Carolina University is taking advantage of our videoconferencing capabilities. Why do this? Well, since our trainers are doing the classes in addition to their regular job responsibilities, it reduces the number of times a trainer has to present a class, and, it reduces the 'away from work time' that is caused when staff has to travel from one campus to another one for training. The classes will be recorded and posted to the web so those who need a 'refresher' of the course can view it 24/7, from anywhere they have access to the Internet. It will be posted on the Global Classroom website and be password protected.

One of the many benefits of facilitating is that the volunteers get to attend more than one class on the topic. They really become familiar with the new procedures as well as the Banner software. Facilitators will do a variety of things. They will take attendance to ensure prerequisites are met, assist participants in Banner navigation, collect questions at the end of class and learn how to use Polycoms. What is a Polycom? A Polycom is the piece of equipment that is used to enable videoconferencing to take place.

The facilitators are invited to tour the Global Classroom (GC) on April 30th at 3:00 p.m. The GC is located in room 143AB on the

first floor of the Science & Technology building off of 10th Street. Directions to the GC: When you come down Co-tanche Street from downtown, turn left onto 10th Street. There will be a Post Office on the right side of the street. A signal light is now in sight. Turn right at the light to access B parking lot. Cross the street go to the far side of the parking lot for the walkway, Turn left and go to the third building on your right. Enter the door and turn left into the glass hallway to room 143AB on the right hand side. Marilyn Orlovsky will be there to greet and meet you.

The Global Classroom will be where the trainer will do the presentation. The other rooms linking in (called satellite rooms) on the east campus will be Joyner 204 and/or Human Resources and/or Laupus Library 2502G on the west campus. Joyner 204 and Human resources have computers whereas 2502G and the GC have laptops.

The facilitators are meeting in Joyner 204 on May 1st from 9:00—10:00 to go over their roles as facilitators and learn about Polycom technology. If you registered as a volunteer and didn't receive an e-mail invitation, please contact Marilyn Orlovsky at orlovskym@ecu.edu.

Additional volunteers are always welcome. Just contact Marilyn Orlovsky at orlovskym@ecu.edu or Rhonda Gavin at gavinr@ecu.edu.

For Facilitator or HR class questions contact Marilyn Orlovsky
orlovskym@ecu.edu or call 328-9189
Submit Banner questions to: bannerquestions@ecu.edu



Become familiar with Banner Human Resources. Attend class, then practice what you learned. These two items will make the transition from Integral to Banner HR a lot smoother for you. Please register for the classes that will help you understand the new HR procedures.

