



**Banner HR Trigger Points**

**Objective:**

The objective of this document is to set dates when the Assistant Vice Presidents:

- Max Ahmad - AFISM
- Beverly Cotton - Budget TTU
- David Fry - HR HSC
- Penny Harkey - Budget HSC
- Janet May – HR TTU

and Jeff Hagins, IS Project Team Lead, need to review our implementation plan and determine if our expected go live date needs to be adjusted

**Legend:**

Completed Item

New Item

Reviewed Item

Item in Jeopardy of Causing Delayed Go Live

**Trigger Points:**

- Crosswalks for FOAP, Position Class/Job Class, Deductions
  - September 1, 2007
  - *Completed September 2007*
- Chart of Accounts completed by Finance
  - January 1, 2008
- Definition of Go Live Help Desk
  - TTU Finance/HR Help Desk support will be managed by TTU
  - January 1, 2008
  - *Completed October 2007*
- Web Time Entry Security Queues completed and ready for testing
  - February 1, 2008
  - *Reviewed*
    - *March 31<sup>st</sup> new date*
    - *No impact on project*
- The responsibilities of each area for a Banner environment are determined and agreed upon
  - February 1, 2008
  - *Completed November 2007*
- Decision on how HR processes will interact with Banner Finance and TechPay from September 2008-December 2008
  - February 1, 2008
  - *Reviewed*



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**Banner HR Trigger Points**

**updated 1/17/2008**

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- *Will review in March*
- *No impact on project*
- Budget Development System Plan to include Salary Planner
  - February 1, 2008
  - *Completed January 2008*
- Workflows ready for moving into full test plan
  - March 1, 2008
  - *Reviewed*
    - *Date Change May 31, 2008*
    - *No impact on project*
- **HR Internal Help Desk Defined**
  - **March 31, 2008**
- All Banner Security is completed, tested and working properly
  - April 2, 2008
  - *Reviewed*
    - *Date Change May 31, 2008*
    - *No impact on project*
- Interface between Finance Banner to TechPay have been completed, tested and working properly
  - April 2, 2008
  - *Reviewed*
    - *On Track*
- **Employee Self Service Modifications and Web Tailoring items have been decided and sent to IS**
  - **April 2, 2008**
- Hiring, Salary Change and Termination E-PAF's have been completed, tested and working properly
  - May 31, 2008
  - *Reviewed*
    - *On Track added Salary Change E-PAF*
- Payroll can successfully run without significant errors and feed to finance without errors
  - May 31, 2008
  - *Reviewed*
    - *On Track added feed to finance without errors*
- Web Time Entry, Time Clock Interfaces and Correctional Flat File work correctly in conjunction with running a Payroll
  - May 31, 2008
  - *Reviewed*
    - *On Track added Correctional Flat File*



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## Banner HR Trigger Points

updated 1/17/2008

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- All scripts for successfully running a payroll are completed, fully tested and working properly
  - May 31, 2008
  - *Reviewed*
    - *On Track*
- ODS/COGNOS is available for use and security is in place
  - May 31, 2008
  - *Reviewed*
    - *On Track*
- TCC Modes are installed, tested and working properly
  - June 30, 2008
  - *Reviewed*
    - *On Track*
- State and Institution Required Reporting outside of TCC Modes are completed, tested and working properly (i.e. benefit deduction reports)
  - June 30, 2008
  - *Reviewed*
    - *On Track*
- Finance will make their go live date
  - June 30, 2008
  - *Reviewed*
    - *On Track*
- Transition/Implementation and Training Plan Ready for End and Functional Users
  - June 30, 2008
  - *Reviewed*
    - *On Track*
- Review Status of Xtender attachments to E-PAF via Self Serve
  - July 31, 2008
- HR functional users know their job duties in Banner and processed associated with their duties
  - July 31, 2008
- Final crosswalk from TechPay to Banner Finance
  - August 15, 2008
  - *Reviewed*
    - *On Track*

### Results:

If a trigger point occurs and it is determined the HR Banner implementation date could be in jeopardy, the committee will meet, determine what actions need to take place and forward written documentation of the actions required to:

- Tom Anderes – Senior Vice President Administration and Finance TTU
- Jim Brunjes – Chief Financial Officer TTUS



- Elmo Cavin – Executive Vice President HSC
- William Marcy – Provost and Senior Vice President Academic Affairs TTU
- Kay Rhodes – Associate Vice Chancellor and CIO TTUS