

Benefits Discussion – Payroll/Finance Meeting Minutes

December 7, 2010

Attendees: Chien Shih, Nancy Chao, Henry Ly, Ngoc Nguyen, Hector Quinonez, Bernata Slater, and Kari Elliott (note taker).

Summary:

1. Two issues to fix.
2. Benefits may run a surplus on Fund 14.

Test Results:

1. Ngoc changed the rule codes.
2. Ran test in TSTHRS and worked.

Take Away Items:

1. Test with real data (PRODN).
 - Mid-month payroll.
 - End of month payroll.
 - Complete pay cycle.
2. December 9, 2010 – Mid-month payroll run.
 - Clone PRODN before and after.
 - Review 10, 11 and 12 month employees.

Task List:

1. Review 10, 11 and 12 month employees in TSTHRS – Ngoc, Nancy, Scottie and Henry.
2. Clone PRODN and freeze before mid-month payroll (Wednesday night) – Henry/Tom.
3. Test mid-month payroll December 10, 2010.
4. Clone PRODN and freeze December 19, 2010 for end of month payroll – Henry/Tom.
5. Complete testing before January 2, 2011 meeting.
6. Meet January 5, 2011 to certify – Hector/Bernata.
7. Zap program – Henry.
 - Complete before mid-month payroll test.

Other Issues:

1. Work study – create new class.
2. Encumbrance.