

## **Foundation Weekly Meeting Minutes**

### **April 19, 2011, 9:00am-10:00am**

Attendees: Jennifer Dirking, Robin Lyssenko, Joe Lampo, Tom Roza, Laura Woodworth, Jim Clow, Hector Quinonez, Ngoc Nguyen, Kathy Nguyen, Jim Clow and Kari Elliott (note taker).

David Gilmore from SGHE is onsite this week for technical support.

- Tracking spouses.
- Matching gifts.
- Help validate data.

Noelle Hylton from SGHE will be onsite this week to help with functional issues.

1. Interface with Finance:
  - Rule class code works.
  - ASLN class code is still an issue – will test again today.
  - Foundation track gifts in kind – do not touch finance books.
2. Interface with Payroll:
  - Run test again today.
    - Issue with bank liability side of payroll.
3. Technical Issue:
  - Conversion complete.
  - Cleanup progressing.
  - Still need to validate data.
4. Security:
  - Need access to SSB in TESTHRS – Bill Baldwin to give access.
    - Will try to log into SSB this afternoon.
  - Will need access to certain payroll forms.

#### **Action Items:**

1. Complete interfaces this week.
2. Rule and validation tables in pre-production; will need to do dual entry if changes are made to tables in TESTHRS.
3. Go live – April 29, 2011.