

Banner Finance & HR Newsletter

November 2003, Issue No. 1

Eprint & Self Service Reports Update....

Personnel Staffing Roster Report

Eprint now provides the new *Personnel Staffing Roster Report*:

- <http://patriotweb.gmu.edu>
- Select Management Reports, e~Print

The report allows you to retrieve the following basic personnel information:

- Name
- Job Title
- Salary

View the report by Fund, Index, or Organization. This new report will assist Departments with verifying salary increases that take effect November 25.

Grant Inception to Date Report

In addition, we are in the process of developing a new *Grant Inception to Date Report*. The report specifically addresses the needs of Principal Investigators to analyze the budget and expenses of their particular grant.

The report will provide detailed budgeting for travel, equipment, and other expenses commonly budgeted on sponsored projects. The user group completed defining the functional requirements of the report in October. ITU is currently working on the technical design.

Sponsored Projects Summary

Fiscal Services and Sponsored Programs are in the process of gathering requirements for a new *Grant Hierarchy Report*. The report will be useful for Department Chairs and Principal Investigators to quickly review a summary of all sponsored projects within their department.

If you would like to join the user group defining the requirements for this report, please email Beth Brock at ebrock1@gmu.edu.

Electronic Approvals Reminder!

Please remember to update HR if your graduate assistant and/or adjunct leaves before the end of the semester. If you do not update HR, then they will continue to get paid their entire semester salary. Also, if your wage employee leaves, please enter a TERMJB electronic approval. You may contact Amy Brenner at 993-4576 for assistance.

Timesheet Turnaround

Many people ask - why must there be such a quick turnaround on submitting and approving electronic timesheets? The reason is our bank needs to receive the direct deposit file two business days before the check date to ensure that funds post to employee accounts on time.

For example, the pay date of December 16th requires:

- Dec. 10th: submit timesheets
- Dec. 11th: approve timesheets
- Dec. 11th and 12th: process payroll & transmit direct deposit file
- Dec. 13th and 14th: weekend
- Dec. 15th and 16th: bank processes funds

Please refer to:

<http://hr.gmu.edu/time/index.html>

for assistance with time reporting.

How Do I...

Request Access to Financial Reports?

- Contact your department security administrator:
<http://www.gmu.edu/PatriotProject/financehr/index.htm>

Reset My PIN #?

- Use the "Forgot My PIN" option at the LOGIN screen, or contact ITU Support at 993-8870

Banner Data

Since the conversion from the FRS and HRS legacy systems to the Banner web-based finance and human resource administrative system, there have been concerns regarding the integrity of the financial and human resource data.

Banner Finance data is reliable. Some issues arose early on, but we believe that Finance data has been reliable since fall 2002. We have had some difficulty developing useful Human Resources reports and continue to work in this area. In addition, overtime balances for classified employees who are eligible for overtime are understated because straight time hours are not being stored in the system yet.

The Banner system secures all financial and human resource data by privileges. Only certain users have access to make changes based on their specific function. For example, only grant administrators may make changes to a budget for a particular grant. Human Resources enters all faculty and staff positions, while department staff enters new hires for pooled temporary positions. Accounts Payable enters vendor payments and General Accounting enters journal entries and deposits.

Self Serve provides real time current data. As transactions enter Banner, Self Serve Reports reflect the new information immediately. Some human error occurs in any system, data entry, or misinterpreting data you see. If you have any questions or concerns regarding the integrity of finance data, please email Beth Brock at ebrook1@gmu.edu. Questions or concerns about HR data should be directed to Shira Goodfellow at sgoodfel@gmu.edu.

Suggestions? Contact one of the Finance & Human Resources Steering Committee Members:

Beth Brock, Assistant Vice President and Controller; Fiscal Services, Committee Chair
Leslie Dyre, Director Finance, HR; College of Arts & Sciences
Raymond D'Souza, Director, Administration and Finance; School of Law
Bill Coester, Administrator; School of Public Policy
Martin Ford, Senior Associate Dean; Graduate School of Education
Carrie Gillotte, Director Database Application Services; Technology Systems Division – ITU
Linda Harber, Assistant Vice President; Human Resources
Ken Hubble, Internal Audit Director; Internal Audit and Management Services
Kathleen Johnson, Director Budget and Personnel; School of Information Technology
Chris Jones, Chair; Environmental Science and Policy
Susan Jones, University Registrar; Registrar
Donna Kidd, Assistant Vice President, Budget and IPR; Budget Office
Ann McGuigan, Director; Office of Sponsored Programs
Dorian Mroz, Director Finance and Administration; College of Visual & Performing Arts
Jennifer Murphy, Director Technology Transfer; Provost Office
Wendy Payton, Director Special Projects, Vice Provost for Academic Affairs; Provost Office
David Roe, Financial Officer; GMU Foundation Inc.
Dave Rossell, Associate Provost for Personnel and Budget; Provost Office
Libby Thompson, Financial Manager; Institute for Conflict Analysis & Resolution

Banner and Macs

We receive questions from Mac users regarding the compatibility of Banner, Eprint, and Self Serve with Mac computers. You may use a Mac to access Self Serve and Eprint. Also, Macs may be used for electronic approvals (hiring) when you are using a Mac on campus. Electronic Approvals do not work for Macs off campus. This limitation is not a function of Banner, it is due to the Oracle database and is a common problem with ERP systems. For questions regarding Macs and Banner, please contact ITU Help Desk Support at 993-8870.

Upcoming Finance & HR Training

Dates:

12-02-03: Electronic Approvals; Adjuncts, Grad Assistants, Misc. Pays

12-09-03: Electronic Approvals; Wage, Work Study

12-17-03: Electronic Approvals

12-19-03: Banner Finance Self Service Training

12-19-03: Banner Faculty Finance Self Service Training

For details and up to date information on training times, locations, and registration, please visit the HR website at:

<http://www.gmu.edu/PatriotProject/train.html>



Quick Tip for Self Serve: On the Grant Inception to Date Report, just enter the Grant # to pull up the report. You no longer need to enter the Index # and copy over the Grant #.