

South Dakota Board of Regents

Training and Development Website Procedures

Definitions

Content on the training website consists of HRFIS, Colleague and D2L training resources such as Manuals, Quick Guides, Power Points, Computer Based Training, White Papers, Procedures Documentation and Functional Specifications.

HRFIS stands for Human Resource Finance Information System – the human resources, payroll, and finance operating environment for the South Dakota Regental System.

Colleague is the information system for all student records for the South Dakota Regental System.

D2L stands for Desire2Learn – the course management software for all SDBOR institutions.

CBT stands for Computer Based Training. CBT's are prerecorded videos of step-by-step procedures completed in the HRFIS, Colleague and D2L systems.

Procedures

1. Responsibility and Management
 - a. The South Dakota Board of Regents Training and Curriculum Development Manager is responsible for the visual design, content and project management of the web site.
2. Naming Conventions
 - a. Hyperlinks to content on the website shall be the same as the document title, for ease of use for the end user.
 - b. The following naming conventions will be used for content that is saved to the website server for ease of update on the back-end system.
 - i. SDBOR_HRFIS_DocumentTitle
 - ii. The version number and last update date will be noted on the document footer, or in the case of CBT's and Power Points, will be documented in the original document notes.
 - c. When forwarding documents to the Training and Curriculum Development Manager for placement on the website, the following naming conventions should be used.
 - i. SDBOR_HRFIS_DocumentTitle_V_VersionNumber_dateYYYYMMDD Example:
SDBOR_HRFIS_HRISBenefitsDeductionsManual_V_1.4_20100115.doc
3. File Storage
 - a. The latest version of each document for the web site will be saved to a file server at the South Dakota Board of Regents Central Office as a backup. The Training and Curriculum Development Manager may be contacted for a copy of the latest version if needed.
 - b. A PDF or Flash (Power Point and Excel may be used on occasion, if needed) version of each document will be saved to the web server where it will be linked on the training site.

- c. Version numbers will not appear on document names on the web server in order to help with faster turnaround time for content posting.
- 4. Content Updates
 - a. All Manuals, Quick Guides, Power Points, Computer Based Training, White Papers, Procedures Documentation and Functional Specifications shall be reviewed yearly, OR with new system implementations to check for needed updates.
 - b. Anytime content is updated, it shall be forwarded on to the Training and Curriculum Development Manager for placement on the website so that all users may view documentation.
 - c. Updated content shall be uploaded to the web site within one week of retrieval by the Training and Curriculum Development Manager.
 - i. Exceptions: In case of documents needing much revision, it may be documented to the module lead and the creator that Training and Curriculum Development Manager will work with the creator of the content to revise. Once revisions are completed and have been approved, the content will then be uploaded within one week.
- 5. Content Tracking
 - a. All content updates will be tracked in this procedures document. Once updated content is placed on the website, it will be noted in this document. The latest version of this document can always be found at <http://mytraining.sdbor.edu/Procedures.pdf>.
 - b. Modules can always view the last date of update on this document.
 - c. The document will be reviewed on a quarterly basis by the Training and Curriculum Development Manager and the Module Lead to determine content update and creation needs. Any needed updates or new content needs will be documented and a target date for completion will be set on the document.
 - i. If deadlines are not met by either party for updates and new content creation, it will be sent to the Steering Committee for resolution.

MANUALS

MODULE	PROCEDURE	TARGET FOR UPDATE	RESPONSIBLE FOR UPDATE	COMPLETION DATE
Budget	Budget Development using Spreadsheet Budgeting	8/15/10	Don Coble	
Budget	Workflow Manual	Will use the Banner Delivered for the Set Up.	Don Coble	NA
Budget	Salary Planner Manual	7/1/10	Don Coble	
Budget	PHAREDS Manual	7/1/10	Susan Bostian	
Finance	Accounts Payable	7/30/10	Veronica Paulson	
Finance	Chart of Accounts	7/30/10	Mary Ellen Garrett	
Finance	Finance Approvals	7/30/10	Amy Dockendorf	
Finance	General Ledger Processing	7/30/10	Laura Bothwell	
Finance	E-Print	7/30/10	Mary Ellen Garrett	
Finance	Web Xtender	7/30/10	Laura McCluskey	
Finance	Year-End Processing	7/30/10	Mary Ellen Garrett/Jeff Siekmann	
Finance	Workflow Manual	Will use the Banner Delivered for the Set Up.	Mary Ellen Garrett	NA
Fixed Assets	Procedures Manual		Cathy Lynn	5/7/10
Research Accounting	Grants Billing	5/30/10	Sara Hare	
Research	Research Accounting	5/30/10	Sara Hare	

Accounting				
Research Accounting	Entering Proposals	5/30/10	Sara Hare	
Research Accounting	Scanning Grant/Proposal Documents to Banner Xtender	N/A	Sara Hare	
Research Accounting	PI User Guide	9/30/10	Sara Hare	
Research Accounting	Certification of Effort/Labor Redistribution	9/30/10	Sara Hare/Don Coble	
Research Accounting	Workflow Manual	Will use the Banner Delivered for the Set Up.	Sara Hare	NA
Purchasing	Purchasing (Banner Procedures)	12/31/10	Linda Van De Rostyne	04/2009
Purchasing	Grainger Punchout Training Guide		Linda Van De Rostyne	6/2010
Purchasing	Fisher Punchout Quote Functionality Guide		Linda Van De Rostyne	4/27/10
Purchasing	Requestor Handbook		Linda Van De Rostyne	7/08/10
Purchasing	SDezBuy Approval Manual		Linda Van De Rostyne	5/12/10
Purchasing	Sourcing 6.3 Buyer Administration Guide	12/31/10	Earl Weisenburger	08/2008
Purchasing	Sourcing Manager 6.3 Buyers Bidding Guide		Earl Weisenburger	5/20/2010

Purchasing	Sourcing Manager 6.0 Supplier Bidding Guide	7/1/10	Darby Ganchow	
Purchasing	Sourcing Manager SD Specific Procedures	7/1/10	Earl Weisenburger	2008
Purchasing	SDezBuy Buyer Procedures	12/31/10	Linda Van De Rostyne	11/2008
Purchasing	Sigma Aldrich Punchout Guide		Linda Van De Rostyne	6/2010
Purchasing	Steelcase Punchout Guide		Linda Van De Rostyne	4/28/10
Purchasing	VWR Punchout Quote to Order Process		Linda Van De Rostyne	3/5/10
Purchasing	SDezBuy Admin Manual	7/1/10	Linda Van De Rostyne	8/2008
Purchasing	Workflow Manual	Will use the Banner Delivered for the Set Up.	Darby Ganschow	NA
General	General Person	7/1/10	Carla/Marilyn	
General	Duplicate Record Cleanup	7/1/10	Carla Reihe/Doug Corwin	
Human Resources	Payroll Corrections through PHAADJT	8/10/10	Brenda Ferguson	
Human Resources	Labor Distributions through PHAREDS	7/1/10	Susan Bostian	
Human Resources	Employment Compensation Manual		Janice Minder	1/22/10
Human Resources	Faculty Administration		Nancy Grassel/Janice Minder	3/11/10

Human Resources	WTE Reporting User Guide – Supervisor/Approver		Kayla Bastian	5/17/10
Human Resources	WTE Reporting User Guide - Employee		Kayla Bastian	5/17/10
Human Resources	Department Time Entry		Kayla Bastian	5/17/10
Human Resources	Payroll Process	8/10/10	Brenda Ferguson	
Human Resources	YourFuture		Kayla Bastian	3/18/10
Human Resources	Position Control Manual	7/1/10	Janice Minder/Don Coble	
Human Resources	BioDemographic Manual		Janice Minder	1/22/10
Human Resources	Benefits & Deductions Manual		Arlys Janssen/Janice Minder	07/01/10
Human Resources	Retirement Manager		Kayla Bastian	2/23/10
Human Resources	Hire Right		Kayla Bastian/Deb Sloat	7/02/2010
Human Resources	Workflow Manual	Will use the Banner Delivered for the Set Up.	Janice Minder	NA
Human Resources	Calendar Year End Payroll Processing	8/10/10	Brenda Ferguson	
Reporting	Reporting Catalog	Monthly	Carla Reihe	07/07/10
Reporting	Reporting Procedures for SD	9/30/10	Carla Reihe	06/24/10
Reporting	ODS Discover Plus Users Guide	9/30/10	Carla Reihe	

Reporting	ODS Discover Viewer Users Guide	9/30/10	Carla Reihe	
Reporting	BI Publisher Users Guide	9/30/10	Carla Reihe	
Technical	Data Standards	9/30/10	RIS (CR)	
Technical	ePrint	9/30/10	RIS (MA, TP)	
Technical	Production Database Change Request	9/30/10	RIS (CR)	
Technical	Production Database Change Request Workflow	9/30/10	RIS (CR)	
Technical	Security Request Form	9/30/10	RIS (CR, Technical Group)	
Technical	Security Procedures	9/30/10	RIS (JK, DK)	
Technical	Security Report Procedures	9/30/10	RIS (JK, DK)	
Technical	Banner Table Access Procedures	9/30/10	RIS (NA, JK, DK, DEC, MA)	
Technical	SD Custom Job Submission Set Up Procedures	9/30/10	RIS (DEC)	
Technical	Technical Support Troubleshooting	9/30/10	RIS (TP, JK, DK, DEC, MA)	
Technical	Posting Table Troubleshooting	9/30/10	RIS (DK, MA)	
Technical	AP Check Process Troubleshooting	9/30/10	RIS (DK, MA)	
Technical	Project/Task Update Procedures	9/30/10	RIS (JK, DK, DEC, MA, DT?)	

Technical	Production Move Procedures	9/30/10	RIS (JK, DK, DEC, MA, TP, NA, DT)	
Technical	Campus Alert Update Procedures	9/30/10	RIS (DK, MA)	
Technical	Banner Support Procedures	9/30/10	RIS (JK, DK, DEC, MA)	
Technical	User Problem Reporting	9/30/10	RIS (JK, DK, DEC, MA)	
Technical	Banner System Calendar update procedures	9/30/10	MEG	
Technical	FYRs into FTVFSPD Load procedures	9/30/10	RIS (DK, MA)	
Technical	HR Regulatory Releases and Tax Table Updates Procedures (i.e. taxu0122)	9/30/10	RIS (MA, TP, JK)	
Technical	Xtender (v5.4) administrators installation guide	9/30/10	RIS (RO)	3/09
Technical	Xtender (v5.4) user guide for Finance	9/30/10	RIS (RO)	3/09
Technical	Xtender (v5.4) user guide for HR	9/30/10	RIS (RO)	3/09
Technical	Evison's integration support procedures	9/30/10	RIS (MA,NA)	
Technical	Higher Markets Integration Procedures (includes changes to XML)	9/30/10	RIS (MA, DT)	
Technical	Higher Markets Troubleshooting	9/30/10	RIS (MA, DT)	

Technical	Windstar integration support procedures	9/30/10	RIS (DT, JK)	
Technical	PPLA and Data Dump integration support procures	9/30/10	RIS (DEC, TP)	
Technical	ODS Procedures (includes monitoring of ODS refreshes, ODS freezes, etc.)	9/30/10	RIS (CR, NA)	
Technical	Workflow Procedures	Will use the Banner Delivered for the Set Up.	RIS (MA, TP)	
Technical	Workflow User id and Security/Role Set Up Procedures	9/30/10	RIS (MA, TP)	
Technical	Workflow Troubleshooting	9/30/10	RIS (MA, TP)	
Technical	Instance Use Procedures	9/30/10	RIS (DH, JK)	
Technical	Banner Upgrade/Patch installation procedures	9/30/10	RIS (NA, MA, JK) Sunguard	
Technical	Banner Upgrade Release Guides/Notes	9/30/10	RIS (NA, RM)	
Technical	Banner Work Plan	9/30/10	RIS (JK, NA)	
Technical	Salary Planner Process Procedures	9/30/10	RIS (DC, DEC)	
Technical	Oklahoma/CUPA Process Procedures	9/30/10	RIS (DEC, TP)	
Technical	People Admin Procedures	9/30/10	RIS (TP, DEC)	

REFERENCE DOCUMENTS (including guides, whitepapers, powerpoints, newsletters) Updated when changes are made.

MODULE	DOCUMENT	TARGET FOR UPDATE	RESPONSIBLE FOR UPDATE	COMPLETION DATE
Budget	FY 11 Processes Timeline	January, Yearly	Don Coble, Janice Minder	1/13/10
Budget	NZRBUGT – Jobs Budget Comparison White Paper	9/30/10	Janice Minder/Don Coble	
Budget	PZRVCYD - Vacancy Report White Paper		Janice Minder/Don Coble	1/21/10
Budget	PZRSTSP - State Salary Policy Report White Paper	9/30/10	Janice Minder/Don Coble	
Budget	Salary Policy Planner PPT	9/30/10	Don Coble	
Finance	Leave without Pay with Benefits White Paper		Janice Minder/Mary Ellen Garrett	1/22/10
Finance	Royalty Payments White Paper		Mary Ellen Garrett	1/22/10
Finance/HR	RUCL Code White Paper	9/30/10	Mary Ellen Garrett	
Research Accounting	Creating Reports in Discoverer Plus Training Document		Deb Radomski	9/09
Research Accounting	Discoverer Viewer Training Document		Deb Radomski	9/09

Human Resources	Banner Payroll Processes Tables White Paper	9/30/10	Janice Minder	
Human Resources	Comp Time/Overtime – Add’l Duty Pay – Longevity White Paper	9/30/10	Janice Minder	
Human Resources	Comp Time/Overtime Calculations White Paper	9/30/10	Janice Minder	
Human Resources	Correcting Under/Over Utilization of FTE White Paper	9/30/10	Janice Minder	
Human Resources	Deferred Pay Terminate Leave Payout Fix White Paper	9/30/10	Janice Minder	
Human Resources	Deferred Pay Terminate Pay Number 7 Fix White Paper	9/30/10	Janice Minder	
Human Resources	Deferred Pay White Paper	9/30/10	Janice Minder	
Human Resources	FY Contracts White Paper		Nancy Grassel	5/21/10
Human Resources	Leave without Pay with Benefits White Paper		Janice Minder	1/22/10
Human Resources	PZRCSFY – Career Service FY Notifications White Paper	9/30/10	Janice Minder	

Human Resources	PZRIPEd – IPED’s Report White Paper	9/30/10	Janice Minder	
Human Resources	PZRSAPo – Salary Policy		Janice Minder	5/21/10
Human Resources	PZRDLEV/PZRACCR	9/30/10	Janice Minder	
Human Resources	Tax Deferred Annuities Federal Guidelines White Paper	9/30/10	Janice Minder	
Human Resources	Technical Troubleshooting White Paper	9/30/10	Janice Minder	
Human Resources	Timekeeping and Monitoring for Superusers White Paper	9/30/10	Kayla Bastian	
Human Resources	Turnover, Job Change, Termination Codes White Paper	9/30/10	Janice Minder	
Human Resources	PEATMVF – Termination Verification Process Form	9/30/10	Janice Minder	
Human Resources	PZRTNOV – Turnover White Paper	9/30/10	Janice Minder	
Human Resources	PERV100 – Vet’s 100 White Paper	9/30/10	Kayla Bastian	07/08/10
Human Resources	CUPA Data White Paper	9/30/10	Janice Minder	
Human Resources	PZRVCYD – Vacancy Report White Paper		Janice Minder	1/21/10

Human Resources	FY11 Processes Timeline	January, Yearly	Janice Minder	1/13/10
Human Resources	Advanced Sick Leave Processes Quick Guide	9/30/10	Janice Minder	
Human Resources	Benefit and Deductions Quick Guide	9/30/10	Janice Minder	
Human Resources	Double Premiums Dates from BOP Quick Guide	9/30/10	Janice Minder	
Human Resources	Employment Compensation Quick Guide	9/30/10	Janice Minder	
Human Resources	Payroll Processing Quick Guide	9/30/10	Brenda Ferguson	
Human Resources	PHAADJT Quick Guide	7/1/10	Arlys Janssen	
Human Resources	PTRTREA, PTRJCRE Definitions Quick Guide	9/30/10	Janice Minder	
Human Resources	PZAGREV Quick Guide	9/30/10	Janice Minder	
Human Resources	Review Benefit Statement – HR Quick Guide		Janice Minder	7/2/2010
Human Resources	Review Benefit Statement – Employee Quick Guide	9/30/10	Janice Minder	
Human Resources	Understanding HR/Budget/Finance Interrelates with POSN, PBUD, JOBS	9/30/10	Janice Minder	

	Quick Guide			
Human Resources	Accessing Employee Job Descriptions as Hiring Manager Quick Guide		Kayla Bastian	1/15/10
Human Resources	CSA Classification Appeal Quick Guide		Kayla Bastian	1/15/10
Human Resources	Dean/Department Head Hiring Proposal Approval Quick Guide		Kayla Bastian	1/15/10
Human Resources	Dean/Department Head Recruitment Approval Quick Guide		Kayla Bastian	1/15/10
Human Resources	Employee Initiated CSA Reclassification Quick Guide		Kayla Bastian	1/15/10
Human Resources	Hiring Manager Applicant Tracking Quick Guide		Kayla Bastian	1/15/10
Human Resources	Hiring Manager Initiated CSA Reclassification Quick Guide		Kayla Bastian	1/15/10
Human Resources	Hiring Manager Initiated NFE Reclassification Quick Guide		Kayla Bastian	1/15/10
Human Resources	Hiring Proposal Workflow Quick Guide		Kayla Bastian	1/15/10
Human Resources	Hiring Manager Quick Guide		Kayla Bastian	1/15/10

Human Resources	Recruit a Career Service Position Quick Guide		Kayla Bastian	1/15/10
Human Resources	Recruit a Faculty Position Quick Guide		Kayla Bastian	1/15/10
Human Resources	Recruit a NFE Position Quick Guide		Kayla Bastian	1/15/10
Human Resources	Search Committee Quick Guide		Kayla Bastian	1/15/10
Human Resources	Whitepaper on Telephone – including FAQ		Janice Minder	07/13/10
Human Resources	Conflict of Interest PPT	9/30/10	Janice Minder	
Human Resources	NFE, Faculty Contracts and CSA Notifications PPT	9/30/10	Janice Minder	
Human Resources	Deferred Pay Rule Forms PPT	9/30/10	Janice Minder	
Human Resources	Employee Demographics and Administration PPT	9/30/10	Janice Minder	
Human Resources	New Hire Workshop PPT	9/30/10	Janice Minder	
Human Resources	Payroll & Adjustments PPT	9/30/10	Brenda Ferguson	
Human Resources	Payroll & Benefits PPT	9/30/10	Brenda Ferguson	
Human Resources	PEAFACT PPT	9/30/10	Janice Minder	
Human Resources	Position & Jobs PPT	9/30/10	Janice Minder	

Human Resources	Web Time Keeping for Hourly Employees PPT	9/30/10	Kayla Bastian	
Human Resources	Your Future PPT	9/30/10	Kayla Bastian	
Human Resources	Your Future Training Outline PPT	9/30/10	Kayla Bastian	
Human Resources	Xtender PPT	9/30/10	Ryan Ogan	
Human Resources	Benefit Chaining Quick Guide		Janice Minder	1/28/10
Human Resources	Retirement Manager Changing SSN		Theresa Porter/Janice Minder	06/04/10
Human Resources	WTE Workflow		Theresa Porter/Janice Minder	06/01/10
Purchasing	UPP Group Newsletter	Monthly	Linda Van De Rostyne	4/2010
Purchasing	Workflow Process	9/30/10	Mike Armstrong/Darby Ganchow	
Reporting	Reporting/Work Request Flowchart	7/1/10	Carla Reihe	
General Person	Runner Technology (including modifications)	9/30/10	Carla Reihe	

COMPUTER BASED TRAINING (CBT)

MODULE	DOCUMENT	TARGET FOR UPDATE	RESPONSIBLE FOR UPDATE	COMPLETION DATE
Budget	Budget Availability Status	9/30/10	Coble	
Budget	Organizational Budget Status Query	9/30/10	Coble	
Budget	Detailed Transaction Activity	9/30/10	Coble	
Budget	Executive Summary	9/30/10	Coble	
Budget	Check your Understanding – Vendor Detail History	9/30/10	Coble	
Budget	Salary Planner Accessing Copying a Scenario Editing a Scenario Querying Multiple Extracts	9/30/10	Coble	
Finance	FOPAL	9/30/10	Garrett	
Finance	Overview of System	9/30/10	Garrett	
Finance	General Query	9/30/10	Garrett	
Finance	General Query – Check your Understanding	9/30/10	Garrett	
Finance	General Reports	9/30/10	Garrett	
Finance	General Reports – Check your Understanding	9/30/10	Garrett	
Finance	General Encumbrance	9/30/10	Garrett	

Finance	Journal Voucher Processing	9/30/10	Garrett	
Finance	Automatic Journal Voucher Processing	9/30/10	Garrett	
Finance	Creating a Direct Pay Invoice	9/30/10	Garrett	
Finance	Creating a Credit Memo	9/30/10	Garrett	
Finance	Canceling an Invoice	9/30/10	Garrett	
Finance	Check Your Understanding – Canceling and Invoice	9/30/10	Garrett	
Finance	Creating multiple Vendor Invoices	9/30/10	Garrett	
Finance	Check Your Understanding – Creating Multiple Vendor Invoices	9/30/10	Garrett	
Finance	Query Invoice/Credit Memo	9/30/10	Garrett	
Finance	Check Your Understanding – Query Invoice/Credit Memo	9/30/10	Garrett	
Finance	Query Vendor Detail History	9/30/10	Garrett	
Finance	Check Your Understanding – Query Vendor Detail History	9/30/10	Garrett	
Finance	Approving Documents	9/30/10	Garrett	

Finance	Viewing Document Approval Status	9/30/10	Garrett	
Finance	Viewing Approval History	9/30/10	Garrett	
Finance	Retrieving Documents	9/30/10	Garrett	
Finance	Check Your Understanding – Retrieving Documents	9/30/10	Garrett	
Grants	Title Query	9/30/10	Hare	
Grants	Proposal Code Query	9/30/10	Hare	
Grants	Status History Query	9/30/10	Hare	
Grants	Budget Total Query	9/30/10	Hare	
Grants	Budget Code Query	9/30/10	Hare	
Grants	Proposal Activity Query for Primary Personnel	9/30/10	Hare	
Grants	Check Your Understanding: Pre-Award Grants Query	9/30/10	Hare	
Grants	Proposal Agency Budget Report	9/30/10	Hare	
Grants	Proposal Events Report	9/30/10	Hare	
Human Resources	Posting a Job Announcement	9/30/10	Bastian	

Human Resources	Check Your Understanding: Posting a Job Announcement	9/30/10	Bastian	
Human Resources	Searching & Viewing a Job Announcement	9/30/10	Bastian	
Human Resources	Reviewing Applications	9/30/10	Bastian	
Human Resources	Check Your Understanding: Reviewing Applications	9/30/10	Bastian	
Human Resources	Establishing an NFE Position	9/30/10	Bastian	
Human Resources	Establishing a CSA Position	9/30/10	Bastian	
Human Resources	Check Your Understanding – Establishing a New Position	9/30/10	Bastian	
Human Resources	Updating a CSA PD – Employee Initiated	9/30/10	Bastian	
Human Resources	Updating a CSA PD – Hiring Manager Initiated	9/30/10	Bastian	
Human Resources	Updating an NFE PD – Hiring Manager Initiated	9/30/10	Bastian	
Human Resources	Check Your Understanding – Updating a PD	9/30/10	Bastian	
Human	Reviewing a Position	9/30/10	Bastian	

Resources				
Human Resources	Appealing a Classification Decision	9/30/10	Bastian	
Human Resources	NEF Employee Compensation Review	9/30/10	Bastian	
Human Resources	NFE Role in Compensation Review	9/30/10	Bastian	
Human Resources	Department Time Entry	9/30/10	Bastian	
Human Resources	Payroll Deadlines and Timeframes	9/30/10	Ferguson	
Purchasing	Complete Order	9/30/10	Van De Rostyne	
Purchasing	Partial Order	9/30/10	Van De Rostyne	
Purchasing	Setting up Purchasing Codes	9/30/10	Van De Rostyne	
Purchasing	Navigating SDezBuy	9/30/10	Van De Rostyne	
Purchasing	Product Search	9/30/10	Van De Rostyne	
Purchasing	Quick Orders	9/30/10	Van De Rostyne	
Purchasing	Product Comparisons	9/30/10	Van De Rostyne	
Purchasing	Browse by Supplier and/or Category	9/30/10	Van De Rostyne	
Purchasing	Favorites	9/30/10	Van De Rostyne	
Purchasing	Punch out Catalogs	9/30/10	Van De Rostyne	
Purchasing	Shopping Cart Orders	9/30/10	Van De Rostyne	

Purchasing	Non-Catalog Requisitions	9/30/10	Van De Rostyne	
Purchasing	Reviewing and Submitting a Requisition	9/30/10	Van De Rostyne	
Purchasing	Tracking Requisitions	9/30/10	Van De Rostyne	
Purchasing	Order History	9/30/10	Van De Rostyne	
Purchasing	Review and Approve Requisitions	9/30/10	Van De Rostyne	
Purchasing	Quick Approvals	9/30/10	Van De Rostyne	
Purchasing	Substitute Approvers	9/30/10	Van De Rostyne	
Reporting	Discoverer Plus	9/30/10	Reihe	
Reporting	Discoverer Viewer	9/30/10	Reihe	
Reporting	Opening Worksheets	9/30/10	Reihe	
Reporting	Saving Worksheets	9/30/10	Reihe	
Reporting	Printing Worksheets	9/30/10	Reihe	
Reporting	Exporting Worksheets	9/30/10	Reihe	
Reporting	Emailing Worksheets	9/30/10	Reihe	
Reporting	Creating, Editing, Conditional Formats	9/30/10	Reihe	
Reporting	Stopligh Format	9/30/10	Reihe	
Reporting	Conditional Header	9/30/10	Reihe	
Reporting	Graphs	9/30/10	Reihe	
Reporting	Parameters	9/30/10	Reihe	
Reporting	Sorting Items and	9/30/10	Reihe	

	Measures			
Reporting	Drilling Worksheet Data	9/30/10	Reihe	
Reporting	Changing the Layout	9/30/10	Reihe	
Technical	Xtender	9/30/10	Ogan	
Technical	Eprint	9/30/10	Porter	
General	Banner Navigation	9/30/10		
General	Data Standards	9/30/10	Reihe	
General	Completing and Submitting Timesheets – OT Eligible	9/30/10	Bastian	
General	Check Your Understanding – Completing and Submitting Timesheets – OT Eligible	9/30/10	Bastian	
General	Completing and Submitting Timesheets – for Students	9/30/10	Bastian	
General	Check Your Understanding - Completing and Submitting Timesheets – for Students	9/30/10	Bastian	
General	Exception Time Reporting – Overtime Exempt	9/30/10	Bastian	
General	Requesting Leave – All Benefit Eligible	9/30/10	Bastian	

General	Check Your Understanding - Requesting Leave – All Benefit Eligible	9/30/10	Bastian	
General	Making Corrections to Timesheets	9/30/10	Bastian	
General	Printing Timesheets	9/30/10	Bastian	
General	Reviewing and Approving Timesheets	9/30/10	Bastian	
General	Check Your Understanding - Reviewing and Approving Timesheets	9/30/10	Bastian	
General	Approving Leave Requests	9/30/10	Bastian	
General	Check Your Understanding – Approving Leave Requests	9/30/10	Bastian	
General	Setting up an Approval Proxy	9/30/10	Bastian	
General	Logging into SNAP	9/30/10	Bastian	
General	Navigating SNAP	9/30/10	Bastian	

FUNCTIONAL SPECIFICATIONS – INTERFACES/PROCESSES/REPORTS

MODULE	DOCUMENT	TARGET FOR UPDATE	RESPONSIBLE FOR UPDATE	COMPLETION DATE
Technical	PZRRMBN – Retirement Manager		RIS (DC, TP)	5/17/10
Technical	PZRRMCR – Retirement Manager		RIS (DC, TP)	5/17/10
Technical	PZRRMDM – Retirement Manager		RIS (DC, TP)	5/17/10
Technical	PRRAFLD – AFLAC		RIS (TP)	5/17/10
Technical	PZRAFLO – AFLAC		RIS (DC, TP)	5/17/10
Technical	PZRHLTW	9/30/10	RIS (DC, TP)	
Technical	PZRHIRE	9/30/10	RIS (DC, TP)	
Technical	PZRSDRS	9/30/10	RIS (DC, TP)	
Technical	PZRHLTA	9/30/10	RIS (DC, TP)	
Technical	PZRUNEM	9/30/10	RIS (DC, TP)	
Technical	PZRHFMF	9/30/10	RIS (DC, TP)	
Technical	PZRTRAN		RIS (DC, TP)	4/28/10
Technical	PZRBKUP	9/30/10	RIS (DC, TP, NA)	
Technical	PZREMPD	9/30/10	RIS (DC, TP)	
Technical	PZRSTTE	9/30/10	RIS (DC, TP)	
Technical	PZRTSPC	9/30/10	RIS (DC, TP)	
Technical	PZRTXBL	9/30/10	RIS (DC, TP)	
Technical	FZRTAXB	9/30/10	RIS (DC, TP)	
Technical	PZRWDOL	9/30/10	RIS (DC, TP)	

Technical	PZRBFB (S007)	9/30/10	RIS/SCT	
Technical	NZRBPED (S008)	9/30/10	RIS (DC)	
Technical	NZPSRPT (S009)		RIS (MA, DK)	2/4/10
Technical	FZRTXBL	9/30/10	RIS (DC)	
Technical	FZRTAXB	9/30/10	RIS (DC)	
Technical	FZRTRAN		RIS (DK)	4/1/10
Technical	GZRHSEC	9/30/10	RIS (DK, NA)	
Technical	SD Customization listing	9/30/10	RIS (MA, JK)	
Technical	Leave Request System	12/30/10	RIS (DEC)	
Technical	End of Year Audit Information Procedures	9/30/10	RIS (MA, DK)	
Technical	End of Month Grant Run Procedures	9/30/10	RIS (MA, DK)	
Technical	End of Month Run Procedures	9/30/10	RIS (MA, DK)	
Technical	2 nd Thursday Monthly Processes	9/30/10	RIS (MA, NA)	
Technical	May/June Scripts	9/30/10	RIS (MA, DK)	
Technical	Finance Year End Scripts	9/30/10	RIS (MA, DK)	
Technical	Banner Users Acceptance Testing Plans	9/30/10	RIS (JK, DEC, MA, DK, TP)	