



Back to Basics Workshop Agenda HR/Payroll



Session Logistics	HR/Payroll Workshop
Session Date	September 24-26, 2018 (Monday – Wednesday)
Location	TBD
Participants	HR/Payroll staff and leadership, IT staff supporting HR/Payroll; Representative sample of departmental staff or other staff involved with HR/Payroll processes
Facilitators	Vi Rapuano, Senior Consultant, Banner HR/Payroll Specialist Tim Woltering, Senior Consultant, Process Specialist
Session Requirements	<ul style="list-style-type: none"> • 2 large Post-It Flip Chart pads, stands, markers, & wall space to post charts • Name tents for participants • Projection system for PowerPoint presentation and access to Banner Test

Monday 9/24	HR & Payroll Best Practices and Payroll Consulting
8:30-8:45 am	Welcome and Introductions
8:45-9:15 am	Review of Survey Data
9:15-12:00 pm Break 10-10:15	High Level Business Process Review and Identify Opportunities for Improvement <ul style="list-style-type: none"> • Topics (<i>order presented and discussed may change</i>): <ul style="list-style-type: none"> ○ Hiring ○ Onboarding ○ Position Control ○ Faculty Load and Compensation ○ Payroll ○ Payroll Feed to Finance ○ FT Employee Separation ○ Adjust Faculty, Temps, Workstudy Employee Separation • Prioritize Opportunities and Identify 'Quick Wins'
12:00-1:00 pm	Lunch
1:00-4:15 pm Break 3-3:15	Payroll Consulting – Topics TBD
4:15-4:30 pm	Confirm Future Consulting Needs and Wrap-up

Tuesday 9/25	HR Consulting
8:30-8:45 am	Set Agenda for the Day
8:45-12:00 pm Break 10-10:15	Banner Consulting – Topics TBD
12:00-1:00 pm	Lunch
1:00-4:15 pm Break 3-3:15	Banner Consulting – Topics TBD
4:15-4:30 pm	Review Accomplishments and Wrap-up for the Day

Wednesday 9/26	HR Consulting
8:30-8:45 am	Set Agenda for the Day
8:45-12:00 pm Break 10-10:15	Banner Consulting – Topics TBD
12:00-1:00 pm	Lunch
1:00-4:15 pm Break 3-3:15	Banner Consulting – Topics TBD
4:15-4:30 pm	Review Accomplishments and Wrap-up for the Onsite Visit