**Human Resources Meeting Notes  
January 19, 2017   
9:00am**

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| 1. | Rick provided update on audit reports.  Step increase report being moved to Production.  Request for step notification report needs to be reviewed further before ITS develops anything further. May be related more to a payroll request than HR.  Audit report for Penny in test now, Penny is reviewing now. |
| 2. | Michael Le review of open tickets  John to follow up and add notes to tickets.  Test 2 cloned August 12, 2016: Can be used to test Colleague step process to compare against Ohlone one used in Production. |
| 3. | Timesheet testing, clone of Production to Test |
| 4. | Patch Updates  Stuart installed patches from September to December into Production last Thursday. |
| 5. | UI 5.1 Install |
| 6. | iGreentree Update?  Just a heads up the look and feel has completely changed recently. |
| 7. | HR Privacy Flag Testing:  Eric ready for HR to test now. Stuart to follow up on this item. |

Attendees: Stuart Davis, John Birk, Michael Le, Rick Sturrus

**Next Meeting:   
  
ITS Conference Room**