**Human Resources Meeting Notes  
March 16, 2017   
9:00am**

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| 1. | Stuart provided update on status change form printing options. Michael was able to find a work around allowing people to print a full-page version of the form. This information was provided to Alistair early last week. |
| 2. | Calendar issue in status change form: Michael following up with Lexmark to try and find a resolution. |
| 3. | Michael could not recreate the issue that was brought forward to him regarding space characters and the form scrolling to the bottom. If it happens again ITS will follow up. |
| 4. | Add employee feature, Michael will look into that next. Allows separate employees to all be done on the same status change form, when account information is identical. |
| 5. | Boomerang effect occurring with forms returning to person’s queue after routing forward. Michael is reviewing now. |
| 6. | Add budget validation warning message if possible for status change forms. Look at budget amount and if it is <=0 show a warning message. Stuart will follow up with Richard tomorrow to determine the lowest threshold needed for Fiscal services as it will be a warning only. |
| 7. | Step Increase Analysis is done: Rick has finished working with Linda Honda. Also helped with docket and memo requiring mail merge. |
| 8. | Rick still working with Penny on audit report and has requested a meeting for follow up. |
| 9. | Classified seniority report being spec’d out now with Rick and Carol. |
| 10. | Ohlone vs Colleague step/column increase testing:  Rick has some isolated cases that throw errors in current Ohlone process; he would like to see if the colleague delivered process handles these exceptions/errors differently. |
| 11. | Position Control Update: |
| 12. | Unpaid Intern Audit Report for Elvia: Michael will work on developing a report for her. Query was provided last year, some minor modifications this year. |
| 13. | HR Privacy Flag Testing: |

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

**Next Meeting:   
  
ITS Conference Room**