



UNO UNIFYING nmsu ONLINE

Decision Required

Date Required

8/15/2004

Informational Only

Date

Business Process Analysis Required

Banner Business Policy/Process Change Form

Human Resources (Benefits)

Module(s) Affected:

Submitted by:

Tina Byford

7/28/2004

Date

Module Project Manager Review:

[Signature]

7/28/04

Date

H12

Policy/Process Issue Summary: Annual Leave Advancement Policy

Current Policy 7.20.25: Annual leave may be advanced only during the first 6 months of employment, may not exceed a total of 40 hours and must be restored (through accrual) at the end of the first 6 months of employment.

Proposed Change to Current Policy/Process:

Proposed Change: Delete this from the current annual leave policy.

Reason for Proposed Change: Beginning July 1, 2004 all employees have access to use their annual leave as they accrue it. The current policy was intended to help those employees who did not have access to use the annual leave they were accruing during their first 6 months of employment. In order to use the Banner Leave system correctly, this change needs to be made.

Effective Date of Change: July 1, 2004

Required Approvals:

Note: Policy/Process Changes will not be in effect until all required signatures have been obtained.

[Signature] 7-30-04
1) Vice President/Vice Provost Date

[Signature] 8/30/04
1) Vice President/Vice Provost Date

[Signature]
2) Banner Project Sponsor/Director Date

3a) Is Steering Committee Approval Required? Yes No

[Signature] 8/15/05
4) Steering Committee Chair Date

3b) Is Steering Committee Approval Granted? Yes No

Project Manager Use Only

5) Change(s) Traced, Approved, Recorded

H12
A=Advancement, D=Data Standards

[Signature] 7-28-04
Coordinator
F=Finance, H=Human Resources, G=General Person, R=Reporting, M=Financial Aid

Date
S=Student, L=Luminis

6) Announcement Made if applicable

[Signature]
Initials/Date

7) Code Mod/Addition Required? Yes No