Business Process Advisory Group Minutes (BPAG)
August 4, 2006
Winder Board Room 300 Park

Attending:

Bob Turner, Nursing  Bobby Harris, Engineering
Carol Jost, Library  Dave Bardsley, Pharmacy
Dean Church, FIS  Dennis Oyler, Medicine
Fredric Hon, Col. of Humanities  Jackie Byrd, Col. of Education
Jim Urry, ACS  Karineh Hovsepia, Col. of Fine Arts
Laura Howat, Tax Services  Margaret Tennant, Business
Margo Bonnette, Col. of Health  Marilyn Burton, Neurobiology
Marilyn Cox, CSBS  Nancy Smith, Library
Sandy Hughes, Budget  Shari Zinik, Chemistry
Susan Hendry, Col. of Humanities  Susan Weaver, HR
Kevin O’Keefe, HRIS  Mark Patterson, Biology
Stephanie Nuttall, Math  Mike Wahlstrom, ACS
John Levandowski, FIS

Last Meeting Follow-up
The departmental deposit web application will be a phased rollout similar to the way the web travel application was made available. Security for the departmental deposit application will be granted after attending a training session.

New Manager of HRIS
Kevin O’keefe is the new manager of HRIS. He worked for Intel prior to joining the University 7 weeks ago. Two of Kevin’s goals are to create a more robust prioritization process and to implement an improved quality assurance methodology for testing. Payroll processing responsibilities will transition from FIS to HRIS over the next few months.

BPAG Schedule for FY-2007
Future meetings for BPAG will be on the second Friday of each month. A schedule will be posted to the BPAG section of FIS’s website.
http://afs.admin.utah.edu/index.php/fis/fis-bpag/

Graduate Student Travel (an introduction)
Procession graduate student travel will be discussed in more detail in the September 8th meeting.

HR Fiscal Year End Review
HR is now beginning to start on the fiscal year end process for next year. Areas of issues from the recently completed fiscal year process are: timeframe, technical, training, communication, customer service, and processing. HR is committed to fixing these issues by next year.
System Enhancements (FY-2006 review and FY-2007 planned)

Last Year (HR/Pay) – enterprise software upgrade, improved view paycheck, improved PAN, e-manager for terminations, opening up PAN distributions, cell phone additive program, d-jobs

Upcoming (HR/Pay) – web check/advice roster, improved HR security roles, payroll reporter access to employees paycheck, home department EBT report, web W2, encumber salary past fiscal year end, update payroll encumbrances daily, more efficient ending distribution process during payroll processing

Last Year (Finance) – travel system for macs, new FBS website, petty cash improvements, CO/JE images on the web, grants module implementation

Upcoming (Finance) – electronic JE, signature card improvements, strengthen chartfield edits, security by fund/org for management reports, rapidly deliver information to departments view the web in excel format, web endowment report

Upcoming (Other) – new budget module (for health sciences initially), electronic document summary sheet submission for grant proposals

WEB Quick Tips
An alpha demo of an improved journal detail search application was given. This application will improve the accuracy of searches when searching by Business Unit 01 org. IDs.

A demo of D-jobs was given to show how one department uses D-jobs to show distributions that are ending and also to show after payroll has processed which employees in their departments received pay.

Open Discussion
None