Business Process Advisory Group Minutes  
May 12, 2006  
Winder Board Room 300 Park

Attending:

Angela Brown, Col. of Science  
Bob Turner, Nursing  
Catherine Coda, Col. of Nursing  
Dean Church, FIS  
Jackie Byrd, Col. of Education  
John Levandowski, FIS  
Margaret Tennant, Business  
Marilyn Burton, Neurobiology  
Mark Winter, Budget  
Matt Hunter, Biology  
Nancy Smith, Library  
Sandy Hughes, Budget  
Sheila Olson, Academic Affairs  
Vickie Parker, Payroll  
Karineh Hovsepia, Col. of Fine Arts  
Greg Hughes, HR  
Utahna Miller, Business

Ann Blanchard, Undergrad. Study  
Bobbie Harris, Engineering  
Dave Bardsley, Pharmacy  
Dennis Oyler, Medicine  
Jim Urry, ACS  
Leslie Bigler, CMES  
Marian Brady, Payroll  
Marilyn Cox, CSBS  
Marv Hawkins, ACS  
Mike Robinson, ACS  
Phil Johnson, HR  
Shari Zinik, Chemistry  
Tami Garff, Social Work  
Wanda Ramos, Govt. Accounting  
Pam Brantley, Accounts Payable  
Susan Weaver, HR

Last Meeting Follow-up
The payroll general ledger issues from last meeting have been resolved.

Fiscal PANs
A demonstration of the new functions (the ability to select individual jobs to filter the department list into a smaller list for printing PAN forms or downloading to excel) soon to be available in D-jobs was given. The group suggested a change to D-jobs to incorporate a “Show All” button so departments could print All PAN forms. We will forward this request on to Human Resources. The cut-off for getting paper PAN’s to H.R. for the July 15th pay period is July 7th.

Opening up PAN Distribution
There was no objection to removing the funding source restriction on Web Distribution. We will work on allowing web distribution to allow distribution for jobs from any funding source.

LOA/SWB
A short work break is defined as less than 6 months. When an employee returns from LOA/SWB a paper PAN noting “Return from Leave” must be submitted to H.R. Human Resources will monitor this 6 month restriction and remind departments to take appropriate action. The purpose of this new action/reason code is to eliminate the need to do an I-9 certification when an employee returns from a short leave.
FYSC
FYSC will be the same as last year. The group would like summer pay refresher training in future years. The group did not see a need to highlight summer pay PAN’s in FYSC. Human Resources will have FYSC training available May 31 – June 6.

Open Discussion
An issue was raised regarding faculty paid 9/9 with termination dates for 5/15. These faculty members will be paid starting 5/16 without any break in service, but a PAN form may not be sent in until 5/22. This causes timing issues with parking services and benefits. The recommendation is that departments with faculty on 9/9 contracts should set up these individuals on annual pay with any future termination date. For summer salary this would allow required departments to only change the distribution for the 5/16-6/30 and 7/1 to 8/15 dates.

A request was made to view authorized signatures electronically. We are currently looking at the role of signatures from a global University perspective.

A clarification on the purchase of flowers was requested. A reference to the respective guideline was given. http://www.acs.utah.edu/adminserv/Guidelines3-17-04.pdf