

Advisory Group Meeting

April 8, 2005

Winder Board Room, 300 Park

Attending:

Bobbie Harris, Engineering
Dean Church, Finance
Frederic Hon, Humanities
Gary Gledhill, Research Accounting
Jim Urry, ACS
John Downing, Accounts Payable
John Levandowski, Finance
Lee Stenquist, ACS
Leslie Bigler, CMES
Margo Bonnette, Col. of Health

Marian Brady, Payroll
Marv Hawkins, ACS
Nancy Smith, Library
Sandy Hughes, Budget
Shari Zinik, Chemistry
Vickie Parker, Payroll

Organizational Realignment:

Effective May 1, 2005, the Payroll operations will be transitioned to Human Resources.

Summer Pay:

There are a couple of new things for summer pay-FYSC and summer pay are now connected. You now only need one PAN per individual for summer pay with approval on FYSC. To do this, submit one paper PAN form with the appropriate start and end dates by May 20th.

The due dates are as follows:

For employees who work 1st and 2nd half of summer combined-**May 20th**.
For employees who work only the 2nd half of summer-**July 7th**.

If you have any questions or comments please contact Kaycee Hathaway.

BRASS:

The official end date for BRASS was April 8, 2005.

FYSC Update:

There will be a new section entitled volunteer Faculty/Staff. Departments will need to either select to keep the employee or terminate the employee. Please use FYSC instead of paper PANS.

Work study students will now be available for review and changes in FYSC. Be sure to use a work study account when you do this.

The group was reminded that employees who return from a paid sabbatical will automatically will automatically be returned from leave those faculty members, if they are budgeted in BRASS. Also you will be alerted if you select a print final without reviewing at least one employee. You must review your employees. All adjunct employees must be terminated through FYSC - **not** - on paper PANS.

All BRASS and volunteer employees must be reviewed and checked off..

If you need a review for FYSC, go to the Human Resources website.

Direct Deposit:

Direct Deposit will be mandatory effective June 30, 2005 for the July 7th paycheck.

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Payroll Office Trouble Ticket System:

Kaycee Hathaway demonstrated some of the features that will be implemented within the payroll office through a website. This Ticket System will help handle questions, comment, or concerns. Employees from the payroll office will take a look at these emails to better serve the University with any payroll concerns and issues.

FORTIS:

John Downing demonstrated for our group the new feature of FORTIS added to the management reports. If you have security access to the management reports, you will be able to use this feature. This new feature will pull up a copy of the image associated with the voucher once it has been posted by the Accounts Payable department. This will go live on the 20th.

Electronic Reporting:

Dean introduced this topic to our group today. Items such as Management reports, PCard Statements, Check Advices-are these good candidates for Electronic Reporting. What are some of the pros and cons of converting them into Electronic Forms or as a replacement or in addition to the paper forms.