

Business Process Advisory Group Minutes
April 7, 2006
Winder Board Room 300 Park

Attending:

Ann Blanchard, Undergrad. Study
Bobbie Harris, Engineering
Dean Church, FIS
Gary Gledhill, Research Accounting
Laura Howat, Tax Services
Margaret Tennant, Business
Marilyn Cox, CSBS
Matt Hunter, Biology
Nancy Smith, Library
Shari Zinik, Chemistry
Vickie Parker, Payroll
Ray Lacanienta, ACS

Bob Turner, Nursing
David Beckstrom, Govt. Accounting
Dennis Oyler, Medicine
John Levandowski
Leslie Bigler, CMES
Marian Brady, Payroll
Marv Hawkins, ACS
Mike Robinson, ACS
Sandy Hughes, Budget
Steve Allen, General Accounting
Sheila Olson, Sr. VP Academic Affairs

Upgrade Report

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The combined Human Resources/Student Administration module was upgraded from version 8.0 to version 8.9. With this upgrade there will be no required upgrade for 6-7 years. The Financial System upgrade from version 8.4 to version 9.0 is being planned. This upgrade will result in no required upgrade for 6-7 years.

BRASS and FYSC

BRASS is targeted to be loaded into the HR module on approximately May 20, 2006. The recommendation from BPAG is to open FYSC for the entire month of June, 2006. Clay Bake's last day is today and his contributions to the U were acknowledged. A new employee class called "Summer Pay" will be created. A plan to create a combined BRASS/FYSC tool is being developed. The working title of this project is "Lobster Bisque".

PAN Update

The BPAG reported no issues from no longer receiving printed PAN's. An update to D-jobs for printing multiple PAN's will require Adobe Acrobat 7. This update will print blank pages in between all PAN forms just like all other PAN print applications. Regarding the printing of fiscal year PAN forms, the group has no recommendation. Your generalist is responsible to make sure that the PAN technicians make correct changes on PAN forms.

Payroll GL

Since the PeopleSoft HE upgrade, payroll reallocations have not posted to the G/L correctly. Earnings have posted, but the associated benefits have not. There was discussion about the reallocation problem and a hasty timetable was proposed to have it fixed. Management Reports will be delayed for the month of March because of the payroll reallocation issue. *Note: All reallocations have been posted to the EBT's and the GL. Benefit and Tax reallocations that were originally meant to post during the 3/15/06 pay period were posted during the 3/31 pay period.*

Suggestions from Business Officer's Meeting

The WEB journal detail search currently defaults to the current month date range. A recommendation was made to change the begin date to the beginning of the fiscal year. The BPAG does not find this change necessary. The BPAG recommends that the next web financial system improvement be to the "Voucher Search" application.

Open Discussion

IRS regulations dictate that the tax multiplier is not allowed. Communication to campus will take place from Payroll and Tax services regarding the options for Retro paychecks and additional compensation. Reminder: Because of Commencement, our next BPAG meeting will be on May 12, 2006.

*The next Business Process Advisory Group meeting will be
May 12, 2006, 9:00am to 11:00am, Winder Board Room
Jenny Fickett: Phone: 581-5975*