Business Process Advisory Group
April 13, 2007
Winder Board Room

Attending:

Ann Blanchard, Undergraduate Study	Bob Turner, Human Genetics
Bobbie Harris, Engineering	Bruce Neumann, Development
Catherine Coda, College of Engineering	Dave Bardsley, Pharmacy
David Beckstrom, Mgmt. Accting & Analysis	Dean Church, FIS
Fredric Hon, College of Humanities	Gary Gledhill, Grants & Contracts Accting
Greg Hughes, HR	Jackie Byrd, College of Education
Jeremy Uffens, ACS	Jim Urry, ACS
John Levandowski, FIS	Karineh Hovsepian, College of Fine Arts
Margaret Tennant, College of Business	Margo Bonnette, College of Health
Marilyn Burton, Neurobiology	Marilyn Cox, CSBS
Marv Hawkins, ACS	Nancy Smith, Library
Nora Karst, KUED	Roberta McCormick, Physics
Shari Zinik, Chemistry	Sheila Olson, Academic Affairs
Steve Allen, General Accting	Terri Pianka, College of Nursing

Last Meeting Follow-up
The calendar of meeting times will continue to be the second Friday of each month in FY 07/08.

FYSC Dates
FYSC will be open from June 8 thru noon on June 28. A dedicated e-mail address (fysc@utah.edu) and phone number will be available for FYSC supports this year. The service standard will be that any e-mails or calls received by noon will be responded to by the end of that business day. Melanie Mitchell in HR specializes in FYSC procedures and she can be reached at 585-0439. Training on FYSC will be available around the end of May or early June. The PAN deadline will be July 6 for the first paycheck of the fiscal year. Official communication of this and other end of year HR process information will be provided by HR.

Endowment Donor Annual Reporting
The development office is working on creating an official report on endowments to donors. This report will include information on financial status of current endowments and what the funds are being used for. See the FBS news post dated April 12, 2007 for more information.
http://fbs.admin.utah.edu/

Document Management
Discussions are starting to take place on the importance of document management (including but not limited to imaging) on campus. Please take some time to think about if having everything imaged in a central repository is important. Some examples are: purchasing card receipts, fedex statement details, and campus design/plant operations orders.

FIL and HRIL
An initiative is underway to create a Human Resources Information Library (HRIL) that is integrated with the existing Financial Information Library (FIL). Examples of HR type information that have been suggested are:
- PAR submission status
- Home Dept (Peach) Earnings and Benefit Report
- Non Resident Alien I-9 termination date information
- Service award information for budgeting service award expenditures

Open Discussion
Concerns where expressed over when official communication will be made on the new HR organization structure.

There were concerns expressed on the need for training of the summer pay process.

Departments are needing a way to check on the authorized signatures for chartfields. A suggestion was made to somehow electronically capture this information.

Regarding the recent memo requesting more use of the purchasing card over other traditional paper intensive methods, a concern was raised on allowing the card holder to be their own reallocator. Currently there is nothing in policy that prevents this from happening.

There was a question of the need to continue to print the month summary of contracts and grants. No compelling need was given to continue printing this report, since all information contained on it is currently in the Financial Information Library. We will continue to print this report through the end of this fiscal year and will communicate this change to campus through FBS news.

A request was made to develop a training session on the use of the Financial Information Library (FIL). We will forward this request to Kori DeHaan.

Facilities and Administrative Rates have been negotiated with the Federal Government. Communication on the new rates will take place once they have been finalized and published.

There is confusion on the use of the new POI (person of interest) form. Very few individuals in BPAG have any information on the use of this form. A request was made to have HR communicate the appropriate use of this form and its location.

The next Business Process Advisory Group meeting will be

May 11, 2007, 9-11:00am, Winder Board Room

Jenny Fickett: Phone: 581-5975