

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

**Attending:**

Bob Turner, Nursing  
Carol Jost, Library  
Dean Church, FIS  
Fredric Hon, Col. of Humanities  
Jim Urry, ACS  
Laura Howat, Tax Services  
Margo Bonnette, Col. of Health  
Marilyn Cox, CSBS  
Sandy Hughes, Budget  
Susan Hendry, Col. of Humanities  
Kevin O'Keefe, HRIS  
Stephanie Nuttall, Math  
John Levandowski, FIS

Bobby Harris, Engineering  
Dave Bardsley, Pharmacy  
Dennis Oyler, Medicine  
Jackie Byrd, Col. of Education  
Karineh Hovsepia, Col. of Fine Arts  
Margaret Tennant, Business  
Marilyn Burton, Neurobiology  
Nancy Smith, Library  
Shari Zinik, Chemistry  
Susan Weaver, HR  
Mark Patterson, Biology  
Mike Wahlstrom, ACS

**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 8<sup>th</sup> 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

*The next Business Process Advisory Group meeting will be  
September 8, 2006, 9:00am to 11:00am, Winder Board Room  
Jenny Fickett: (Phone: 581-5975)*