

**Business Process Advisory Group
December 8, 2006
Winder Board Room**

Attending:

Angela Brown, College of Science
David Bardsley, Pharmacy
Dean Church, FIS
Fredric Hon, College of Humanities
Jackie Bird, College of Education
John Downing, Accounts Payable
Kevin O'Keefe, HIRS
Margaret Tennant, College of Business
Mark Winter, Budget
Matt Hunter, Biology
Nora Karst, KUED
Stephanie Nuttall, Math
Tami Garff, Social Work

Ann Blanchard, Undergraduate Studies
David Beckstrom, Governmental Accounting
Dennis Oyler, School of Medicine
Gary Gledhill, Research Accounting
Jim Urry, ACS
Karineh Hovsepia, College of Fine Arts
Leslie Bigler, CMES
Marilyn Cox, CSBS
Marv Hawkins, ACS
Mike Robinson, ACS
Sandy Hughes, Budget
Steve Allen, General Accounting
Vickie Parker, Payroll

Last Meeting Follow-up

Minutes were approved from the last meeting. Discussed the idea of referring to the entire chartfield combination (string) as "Account Number" or "Account" and start referring to the Account chartfield as Sub-Account. The group endorsed this.

Update Campus Directory Information

A defect in the new Campus Directory update application was discussed. As a reminder one can change Business Title, Department, and location. All of these are for Campus Directory purposes only. If the payroll reporter makes subsequent changes, he/she must reapply all changes. It was suggested that the Business title show up on the summary page. It was suggested to have a filter within the directory so that if a department is listed by Org. I.D. does not have any employees the directory would show "No Information Available". It was also suggested to have a "wild card" option so that when looking up a name/department and not sure of the correct spelling you could type in partial spelling and several options would appear. Another suggestion was to have a drop down box available in the department option of the directory.

Graduate Student PAN Process Improvements

There was concern on getting the PAN forms processed timely. Graduate Student PAN forms are due earlier than the Payroll due date. PAN forms that are dropped off at the Office of Equal Opportunity (OEO) are not getting to the Payroll office timely. It was announced that there is a courier pick-up on a twice-daily basis. HR will follow-up on having a cut-off time for this twice-daily pick-up and bring clarification to the next meeting. HR will follow-up on cut-off times (2:00pm, 5:00pm) Currently, the PAN forms picked up from the OEO office by the courier go directly to the HR front desk, then to the

PAN representative for auditing and then to the PAN technician to enter into the system. Each PAN form is date stamped by the OEO office, again once delivered to the HR front desk, and again when it reaches the PAN technician. PAN forms must be delivered to the OEO office at least five business days before the cut-off date. The five day prior cut-off date was not agreeable with everyone in this meeting. It was suggested to put a note in the comment section of the PAN form when making changes to make sure changes are made correctly. The long term goal for the HR/Payroll departments is to automate the PAN processing. It is helpful to note on the PAN form that the form is 1 of 2, 2 of 2, etc. The Payroll processing date is the deadline. It was suggested to have the deadlines for PANs changed back to the 7th and 22nd of each month as the current floating deadline is confusing. HR is committed to having all PAN forms entered timely. HR is now putting Graduate Student PAN forms with new hires as priority. The group would like for the PAN technicians to note the dates on the PAN forms. The \$12.00 late fee will be waived by the HR department if HR is responsible for a problem. There was concern that HR sorts PAN forms by issue. The group would like PAN forms entered in order received regardless of issue.

Candidate Gateway Improvements

On the Careers Home page:

1. The Posted search field is now defaulting to blank instead of "Last Month".
2. There is now a field to indicate how many postings your query has pulled and where you are in the list.
3. 25 postings are listed at a time instead of 5-10.
4. The "Advanced Search" link has been renamed to "More Search Options".
5. The "First", "Previous", "Next" and "Last" links have been changed to "First Page", "Previous Page", "Next Page" and "Last Page" and they have been enlarged and positioned to be more prominent.
6. The "Save" button has been changed to "Add to Job Cart".
7. The "My Saved Jobs" link has been renamed to "My Job Cart".
8. New U of U logo in top left corner.

On the Job Description:

1. The "Save Job" button has been renamed to "Add to Job Cart".

On the Job Application:

1. The "Save" button has been renamed to "Save for Later".
2. The "Close Application" button has been renamed to "Exit Application"
3. When the "Exit Application" button is pressed, a message appears indicating that all unsaved data will be lost. Applicant can then decide to continue or go back and save the application data.
4. The "Save for Later" and "Exit Application" buttons and the "Careers Home", "Previous" and "Next" links have been removed from the top section and now only exist on the bottom.

HR Generalist Business Process

Effective March 1st there will be a restructure within the HR department. Specifically, the restructure will provide two service/consulting teams that are comprised of a senior consultant/coordinator and two HR consultants. One team will support the academic campus, School of Medicine staff, and the HR needs of faculty. The other team will support the Hospitals and Clinics departments. The majority of the other staff positions in the department will continue and each will be assigned specific responsibilities within a workgroup. The HR processing activities will be divided between two workgroups, each lead by a coordinator. One workgroup will focus on operational processes such as PAN forms and HR maintenance, FMLA/LOA, reclassifications, etc. The other workgroup will coordinate all recruitment

activities such as job postings, screening applicants, drug testing, etc. and will support departments in the hiring process. An individual from each of these workgroups will be assigned to a service/consulting team. The six HR consultant positions, the operational and recruitment coordinator positions, and a recruitment specialist position introduce nine (9) new exempt level positions into the restructured service team model.

FIL (Financial Information Library) Ideas

It was suggested to have the ability to view who has Management Report and WEB EBT authorization to Orgids. It was also suggested to have a monthly analysis on Project expenses.

WEB Quick Tips

Chartfield lookups was the focus of this month's tips. It was suggested that the Activity lookup be enhanced to include the Fund.

Open Discussion:

This group would like an update on "Short Work Break" (SWB). Suggestions and ideas will be discussed at the next meeting. It was also requested that a discussion on the new funding model for the Campus Backbone (network) be held next month.

A memo regarding the NSF audit was sent out to departments.

The next Business Process Advisory Group meeting will be held on

January 12, 9-11:00am, Winder Board Room

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