

Business Process Advisory Group – December 11, 2015 – INSCC Room 110

Attending:

Aaron Sparks, FBS	Alayne Merritt, FBS
Ann Blanchard, UGS	Anna Alindogan, FBS
Bobbie Harris, COE	Carl Larson, FBS
Carol Bierschwale, ARCH	Chuck Piele, IA
Cindy De Dios, FBS	Clay Postma, UIT
Craig Merritt, FBS	Dave Bardsley, PHARM
Dawn Atterbury, FBS	Dean Church, FBS
Dennis Bryant, CSBS	Elizabeth Woolsey, SOM
Gary Snow, FBS	Glendon Mitchell, FBS
Hedy Hu, FBS	Jake Pickett, SOM
James Steffan, MBM	Jane Scott, FBS
Jennifer Long-Pratt, FBS	Jeri Schryver, ICSE
John Levandowski, FBS	Jordan Burr, FBS
Josephine Rudd, FBS	Julie Woodward, FBS
Karren Nichols, SUS	Kelly Peterson, FBS
Ken Erickson, FBS	Kevin Ballard, FBS
Kimberly Adamson, HSC	Kristie Thompson, OSP
Linda Jensen, OPHTH	Mark Hamilton, FBS
Mark Patterson, FBS	Marv Hawkins, USS
Mary Ann Howard, SCI	Matthew Castillo, CFA
Megan Warren, NURS	Michelle Addison, MUSIC
Niloofar Bakhti, EHSL	Nora, Ishihara, KUED
Parker Dougherty, LIB	Randi Ruff, FBS
Reena Pamarthi, FBS	Rose Simper, ED
Runar Boman, FBS	Sally Petersen, FBS
Scott Patten, FBS	Sue Wolfe, FBS
Susan Dudley, FBS	Susan Shult, PHARM
Taralyn Poulson, FBS	Tiffany Baires-Nielson, COE
Todd Kapos, FBS	Tran Trang, EHSL

W2

W-2 forms are available to University of Utah faculty and staff electronically. Benefits of opting to receive your W-2 electronically include:

- Helping the University go green. If you file your tax return electronically, a paper copy of the W-2 is not required.

- You will receive your W-2 several days earlier than paper copies.
- Your sensitive personal information will not be sent through the mail.
- A positive impact on the university's budget.
- Your past W-2s are available online back to 1999.
- You may print the PDF if a printed copy is desired.
- You only need to consent to receive your W-2 electronically once during your employment at the university.
- Please take advantage of this opportunity by signing up by January 14, 2016.

To sign up:

1. Sign on to the [CIS](#) and click the 'Employee' tab (if it is not your default tab).
2. Click 'Payroll, Taxes and Salary.'
3. Click 'W-2 Consent Forms' and you will have the option to select to receive your W-2 electronically.

ATTENTION: Delivery change for 2015 W-2s and future years. If you do not consent to receive your W-2 electronically by January 14, 2016, then you will only receive a printed W-2 and you will NOT have access to an electronic W-2 (consent is required only once during your employment at the university).

Departments are encouraged to help employees sign up for the electronic W2. Use the “**W2 - Electronic Consent**” report in the “**CURR EMPLOYEES**” folder of the [Financial Information Library](#) to find the W2 status of each employee in the department.

Granting Financial Authority (GFA)

The [GFA](#) application has been in use for more than a year. A [presentation](#) about GFA was given. Highlights of the [presentation](#) are:

- Interesting Facts
- Email Distribution
 - A suggestion was made to send an email to Liaison about pending approvals. (We will investigate this)
- Why we are contacted about GFA
- Potential Improvements

The [Financial Information Library](#) contains a GFA folder which can be used to help understand the GFA status of Alternates in an organization.



Management Report/EBT Security

It is important that only those employees in your department who are authorized have the ability to view Management Reports and the Earnings Benefits and Taxes Reports. If any employee transfers, their access to view should be terminated. The “Financial Security by Org” report in the “SECURITY” folder of the **Financial Information Library** shows who has Management Report/EBT security.

If security needs to be removed download the results to a spreadsheet, indicate which rows need to be deleted and send to **fis@utah.edu**.

UShop

The UShop team is working on refinements to be implemented very soon. They are:

- Requisition Workflow & Non-Catalog Order
- Adding Non-Catalog Suppliers
- Enhanced Product Search
- Catalogs & Contracts
- Other Miscellaneous tasks



Click here to view more details of this plan.

Next BPAG Meeting — January 8, 2016