

Business Process Advisory Group – December 14, 2018 – INSCC Room 110

Attending:

Alayna Harris, EDU
Anne Randall, DFPM
Bobbie Harris, COE
Bryce Nelson, PHYS
Chalalai Charbsuwan, KUER
Cindy De Dios, SOD
Cynthia Garcia, FBS
Dave Bardsley, PHARM
Fred Erickson, AUD
Heather Holly, FBS
James Steffan, MBM
Jeri Schryver, ICSE
Joshua Nutter, CHEM
Karri Almond, FBS
Kristin Gelegotis, RBGA
Lois Barlow, SOM
Maria Nielsen, FBS
Mark Nielsen, NBA
Marv Hawkins, UIT
MaryAnn Howard, COH
Maya Frost, COH
Melanie Pugh, FBS
Michelle Addison, MUSIC
Paul Johansen, LAW
Rose Simper, ED
Scott Patten, FBS
Susan Shult, UIT
Victoria Medina, MPA

Ammi Aldous, FBS
Becky Steck, KUER
Brandon Grizzell, GH
Carl Larson, FBS
Christine Baczek, NURS
Craig Merritt, FBS
Dao White, CHPC
Fae Larson, NURS
Glendon Mitchell, FBS
Heidi Slack, FBS
Jared Kirby, SOM
Jim Turner, EIHG
Julie Woodward, FBS
Kelly Peterson, FBS
Lisa Iverson, PS
Mandi Peterson, PHYS
Mark Hamilton, FBS
Marlena Vee Uta'I, PHYS
Mary Louise Hughes, FBS
MaryAnn Howard, COH
Megan Whittaker, CON
Michael Hauschild, OBGYN
Omar Jaimes, CFA
Rebekah Mohr, KUED
Ruby Steele, BIOE
Shelly Kruger, BIOM
Teresa Moss, PHARM
Yuka James, LAW

W2 Deliveries

Paper W-2 forms will no longer be delivered to University departments effective for 2018 W-2 forms delivered in January 2019. This change is due to the risk of access to personally identifiable information and University efficiency improvements.

W-2 forms may be received electronically on the CIS or delivered by mail.

You can look up the W2 delivery status of each employee in your department in the Financial Information Library. The report is called "W2 - Electronic Consent" and is found in the "CURR EMPLOYEES" folder. Employees are encouraged to sign up for Electronic W2's. [Click here](#) for instructions.

Contracted Caterers

The Purchasing department published on their [website](#) a new [Contracted Caterers List](#). Each of these caterers has a contract with the University of Utah. Use the "Catering or Conference Purchase Request" form in UShop when using caterers. You can look up the caterers in [TCM](#) to learn more about them. Contact [Amy Aldous](#) in Purchasing with any questions.

Revisions to the Sole Source Form

The [Sole Source](#) form is being updated. The "[Conflict of Interest](#)" section is expanded. "[Section D ADDITIONAL EXCEPTIONS/CIRCUMSTANCES](#)" has changed. The new form will be released sometime in January.

UTravel

The University of Utah has partnered with Concur to create a new system called UTravel to replace the current Travel system. This will be an electronic process. The Travel department will begin rolling this out to a small group of users beginning in February. Full rollout to campus should happen in March. Watch for more information regarding training in the new system. All trips must be closed in the old system before using the new system.

FBS Organization Changes

Jeff West, Associate Vice President for Financial and Business Services, has accepted a new position with Salt Lake Community College. He will start his new job on February 1, 2019.

Next BPAG Meeting – January 11, 2019