

## **Business Process Advisory Group – December 13, 2019 – INSCC Room 110**

### **Attending:**

Brandon Grizzell, GH	Carl Larson, FBS
Courtney Demond, FPMD	Cynthia Garcia, FBS
Cynthia Meier, SEIS	Dalynn Bergland, PHCEU
Dao White, CHPC	Darrin Robertson, FBS
Erin Saunders, OBGYN	Fae Larson, NURS
Fred Erickson, IA	Heidi Slack, FBS
Jake Iddison, FBS	Jared Olney, PED
Jeff Johnson, FBS	Jeff Kuehndahl, OPHTH
Jim Urry, FBS	Joshua Nutter, CHEM
Joshua Tomlin, PHYS	Judy Chan, FBS
Julie Woodward, FBS	Kelly Peterson, FBS
Kori Wetsel, FBS	Kristina Ong, MATH
Kristie Thompson, OSP	Leanna Mower, MINES
Linda Jensen, OPHTH	Lois Barlow, SOM
Lori McManus, HCI	Mark Curtz, UIT
Mark Hamilton, FBS	Matthew Farr, EMP
Michelle Addison, MUSIC	Omar Jaimes, CFA
Randi Ruff, FBS	Rose Simper, ED
Ruby Steele, BIOEN	Ryan Ring, SPED
Sandy Hughes, BUD	Shaun Delliskave, WLC
Stacey Condie, SOC	Susan Shult, MATH
Teresa Moss, PHARM	Thanh Trieu, BIOCH
Tiffany Baires, COE	Todd Kapos, FBS
Vicki Nielsen, FBS	Vincent Lo, FBS

### **New CIS Portal Page**

A new CIS Portal Page that will go live on December 28, 2019 was demonstrated. Visit this [@THEU article](#) to learn more about this portal. Please also see this [announcement](#) from UIT. If you would like to show your department what the new portal look like, Please contact Mark Curtz at [mark.curtz@utah.edu](mailto:mark.curtz@utah.edu)

## **AP Updates**

A new payment type for ARUP has been created in ePR. If you need to use this payment type contact Heidi Slack at [Heidi.slack@admin.utah.edu](mailto:Heidi.slack@admin.utah.edu).

Please use the “Utilities & Freight” payment type in ePR for Utilities & Freight payments.

The project needs to be open for “Scholarship/Fellowship” payment type. If you need to make a payment and the project is not open yet, please contact Heidi Slack at [Heidi.slack@admin.utah.edu](mailto:Heidi.slack@admin.utah.edu).

## **W-4 Changes**

The IRS has updated the [W-4 form](#). Starting 1/1/2020, individuals filling out a W-4 form, must use the new form. Current employees do not need to fill out a new form. If you need to fill out a form after 1/1/2020 to change the amount deducted on your paycheck, you will need a new form. Please see this [Tax News Post](#) for more information.

## **End of Calendar Year Procurement Deadline**

As the calendar year closes, the Purchasing Department requires any procurement needs requiring a purchase order by December 31st to be submitted in UShop by December 13, 2019. Please visit this [P2P News Post](#) for more information.

## **Travel Updates**

The Travel department has been inundated with calls. A [FAQ page](#) has been created that should answer most questions. Please visit [this page](#) before contacting Travel. The Concur Travel system is only to be used for employee travel at this time. We are working on Student, Guest and Group travel. A notification will be sent as those types of travel are available. Continue using the Legacy Travel system for Student, Guest and Group travel.

If you have issues with Travelers who are in multiple departments, contact Darrin Robertson at [darrin.robertson@admin.utah.edu](mailto:darrin.robertson@admin.utah.edu).

Two new reports have been added to the Travel Folder in the [Financial Information Library](#). They are:

- Travel Supervisor
- Travelers By Supervisor

*Next BPAG Meeting – January 10, 2020*