

Business Process Advisory Group

February 9, 2007

Winder Board Room

Attending:

Angela Brown, Col. of Science
Dave Bardsley, Pharmacy
Dean Church, FIS
Fredric Hon, Col. of Humanities
John Levandowski, FIS
Laura Howat, Tax Services
Marilyn Burton, Neurobiology
Nora Karst, KUED
Shari Zinik, Chemistry
Steve Allen, General Accounting
Jeremy Uffens, ACS
Bruce Neumann, Development

Ann Blanchard, Undergraduate Study
David Beckstrom, Mgmt Accounting & Analysis
Dennis Oyler, SOM
Jim Urry, ACS
Kori Dehaan, Travel
Leslie Bigler, CMES
Matt Hunter, Biology
Sandy Hughes, Budget
Stephanie Nuttall, Math
Phil Johnson, HR
Amy Beecher, Mgmt Accounting & Analysis
Theresa Ashman, Controller

Last Meeting Follow-up

Regarding the discussion needed for I-9 process improvements we will talk with Kristen Jensen and Kevin O'Keefe so they can discuss at the next BPAG meeting.

HR Payroll/Compensation Manager

In 2005 Payroll and Human Resources were merged together. A reorganization of staff positions in Human Resources has occurred over the last 2 years with this merger. Kristen Jensen is now the manager of the HR consulting group. As a result a new Payroll & Compensation Manager position has been created and posted. HR will hold focus groups to provide input on this new position.

Financial Management/EBT Form

With the new ability to delete security access via the financial management and ebt security forms, it was recommended that a request for deletion of security access on the ebt security form will also delete the management report security for that individual.

Track Electronically Authorized Signatures

A request to view electronically those individuals authorized to sign on an account was raised. This concern is related to workflow and roles and an initial phase of studying this is underway by a small committee.

Timing of Payroll Journals to GL

There is a 2 to 3 day delay between when payroll information shows up on the web EBT reports and when it is reflected in the general ledger. The payroll process that creates paychecks also creates the EBT reports. Payroll then does an accounting process to prepare payroll journals for the general ledger. After the journals are created, general accounting processes the journals into the general ledger. It was suggested that the web management reports could have a disclaimer on them during the time period of this delay.

Campus Directory

HRIS would like something in writing about what people like/don't like about the current campus directory and potential enhancements they would like to see. Please send an e-mail to Kevin O'Keefe (Kevin.Keefe@Utah.Edu) regarding this. HRIS and ACS are contemplating what to do about the campus directory and whether it should be modified or completely rewritten.

Open Discussion

A suggestion was made to have additional levels of benefits detail added to the web EBT report. This could be accomplished easily if HR would adopt an application similar to FIL.

The controller's office will be submitting an RFP for e-check (ACH payments) capability similar to credit card so departments can accept e-checks as a form of payment.

The controller's office is working with development to create an endowment report that will go out to donors.

The controller's office is working on improving documentation for restricted funds and what they can be used for.

F&BS is looking at using BPAG to help in the training initiative. F&BS is currently looking at expanding the BPAG group and what logistical challenges this may cause.

HR is leading an attempt to create a training program for new hires. Departments included are HR, F&BS, facilities, etc.

Legislative auditors will be on campus to look at how budgets are spent for open faculty positions.

Departments are still expressing concerns regarding the courier service from the OEO/AA office to HR. Departments are being told that they can't be sure that documents will be delivered today or the next day.

An update on adding YTD totals to view paycheck. Some from the University of Utah will be attending a session at the Alliance conference in March to look at how another University is accomplishing this.

A reminder that University policy states that monthly management reports need to be initialed by the responsible person or their designee upon review. Next months printed management reports should have a reviewed by line added at the bottom of the management report.

An issue was raised regarding delivery of donor checks to development in Research Park as income accounting is no longer accepting donor checks.

The next Business Process Advisory Group meeting will be

March 9, 2007, 9-11:00am, Winder Board Room

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