

Advisory Group Meeting

January 14, 2005

Winder Board Room, 300 Park

Attending:

Angela Brown, Col. of Science
Ann Blanchard, Undergrad. Study
Bob Turner, Nursing
Bobbie Harris, Engineering
Catherine Coda, Col. of Nursing
Glenda Woods, Col. of Science
Gary Gledhill, Research Accounting
David Bardsley, Pharmacy
David Beckstrom, Govt. Accounting
Dean Church, Finance
Dennis Oyler, School of Medicine
Frederic Hon, Humanities

Jackie Byrd, Col. of Education
John Levandowski, Finance
Leslie Bigler, CMES
Lynda Roberts, Political Science
Marian Brady, Payroll
Margaret Tennant, Business
Mark Winter, Fine Arts
Matt Hunter, Biology
Sandy Hughes, Budget
Shari Zinik, Chemistry
Vickie Parker, Payroll

Follow-up from last meeting:

Reminder: A change to the WEB management reports to discontinue display of encumbrances for prior accounting periods is coming soon. Watch the financial message center for an announcement. An agenda item for our next meeting is a demonstration of our new and expanded financial message service.

KRONOS HTML Supervisor Access:

There is new access available for supervisors on KRONOS. In addition to the Java version, we now have HTML capabilities. You can still use hyperfind queries in the HTML version; however, you will not be able to create them. If you need to create your own hyperfind queries, you will need to still use the JAVA version. In the new version of KRONOS, there is a new option available to keep track of exceptions. Remember that terminated employees are still in the KRONOS system and you can still access a history of their records. To view these terminated employees, create a hyperfind query. These former employees will not show up in your immediate list because this list shows only the active employees. If you have any questions, please contact payroll.

Allowing Pop-Ups for Financial forms:

A handout explaining how to enable your computer to allow pop-ups from the utah.edu domain was distributed. If you are using the Windows XP Service Pack 2 your computer will automatically disable pop-ups from all domains. This can be an issue when clicking on a link to retrieve forms such as Check Requests, Purchase Orders, or a Journal Entry. (Many of the forms accessible through the Campus Information System) To correct this and allow these pop-ups, enable your browser to allow any pop-ups from the entire "utah.edu" domain. Please see John's handout (<http://afs.admin.utah.edu/download/iepopups.pdf>) for directions. If there are any questions about how to do this contact John Levandowski.

Open Discussion:

Please remember to not change distributions on employees that are paid on a contract (9/12, 10/12, etc). In addition, any employees set up on a contract pay should not be paid from contracts and grants. It was requested that we have a representative from Netcom Billing (re: WEB telephone bills) come to the next advisory group meeting to answer questions.