Business Process Advisory Group
January 12, 2007
Winder Board Room

Attending:

Angela Brown, Col. of Science	Bob Turner, Nursing
Bobbie Harris, Engineering	Carol Jost, Library
Dave Bardsley, Pharmacy	David Beckstrom, Management Acctg
Dean Church, F.I.S.	Dennis Oyler, Medicine
Fredric Hon, Col. of Humanities	Gary Gledhill, Grants and Contracts Acctg
Greg Hughes, H.R	Jackie Byrd, Col. of Education
John Levandowski, F.I.S.	Karineh Hovsevian, Col. of Fine Arts
Kevin O'Keefe, H.R.I.S.	Kori Dehaan, Travel
Laura Howat, Tax Services	Leslie Bigler, C.M.E.S.
Margaret Tennant, Business	Marilyn Burton, Neurobiology
Marilyn Cox, C.S.B.S.	Mark Winter, Budget
Marv Hawkins, A.C.S.	Matt Hunter, Biology
Nora Karst, K.U.E.D.	Sandy Hughes, Budget
Shari Zinik, Chemistry	Sheila Olson, Academic Affairs
Steve Allen, General Accounting	Tami Garff, Social Work
Vickie Parker, Payroll	Becky Davis, K.U.E.D/K.U.E.R.
Lisa Kuhn, O.I.T.	David Griffin, O.I.T.
Cathy Burbidge, O.I.T.	Vicki Tolman, O.I.T.
Michele Thomas, Accounts Payable	Jeremy Uffens, A.C.S.
Sandy Gundersen, H.R.	Nate McConkie, H.R.

Last Meeting Follow-up
The minutes from the December 2006 where approved. The HR roundtable for Wednesday, January 17 will discuss the HR reorganization discussed at the December 2006 BPAG meeting.

New University Controller/Director of Financial Management
We recently welcomed a new staff member into our midst – Theresa Ashman, as our Controller/Director of Financial Management. Theresa comes to us from Purdue University where she held a variety of financial administration positions over the past 14 years. We look forward to working with her.

Graduate Student PAN Process
Graduate student PAN forms received by January 22, 2007 will be entered into the system by January 26, 2007. Typical problems with graduate student PAN forms are:
1) A verified I9 is needed if one day between hire dates
2) 2 signatures are needed
3) Distributions must be complete

Campus Backbone Funding Model
A discussion of the new funding model for the campus backbone occurred. The new model will be based on total FTE in the home org. The rate charged will be $13.95/fte and will take effect in July 2007 based on the total FTE in the home org in November 2006. The rate will be adjusted annually.

FBS Training – Employee Email Addresses
FBS is close to finalizing the core curriculum for the new training program. An email of the detailed core curriculum will be sent in late January 2007. It is requested that payroll reporters help with changing the email addresses for new employees. FBS is using the email address listed in the campus directory to target employees for training and it is very difficult to reach employees with email addresses such as someperson@hotmail.com. We encourage all employees to list a utah.edu address in the campus directory.

Short Work Break
A handout was distributed that describes the short work break (SWB) pan form action. HR will post this electronically. It was suggested that SWB/RWB should be implemented within eManager. (Handout is part of these minutes).

WEB Check/Advice Roster et al
The WEB Check/Advice Roster went live this morning. This roster is available when Payroll updates the FBS News post that View Paycheck is available. It was recommended that it is no longer necessary for payroll to print and distribute check/advice rosters.

View another paycheck and *W2 reprint* are in the final stages of testing and will be available soon.

FBS Web Sites
A brief tour of the FBS Web Site was given. Of particular note are the links across the top to *News, Feedback, Guidelines,* and *Training*. Everyone is encouraged to bookmark the home page of FBS http://fbs.admin.utah.edu/. This home page will link to all websites within FBS.

Web Quick Tips
This month's web Quick Tips is related to browser set-up. As always, go to the Financial Solutions website at http://fbs.admin.utah.edu/index.php/fis/ to view the latest web quick tips. Suggestions and ideas for next month's quick tips are needed. As a reminder you can click the spyglass on the FBS News pagelet of the CIS to see all Quick Tips.

Open Discussion
A suggestion was made to discuss changes to the campus directory in the next meeting. The process for I9's will also be added to next month's agenda.

The next Business Process Advisory Group meeting will be

February 9, 9-11:00am, Winder Board Room

Jenny Fickett, Phone: 581-5975

Use of Short Work Break (SWB) and Return from Work Break (RWB) Codes

SWB is used to place a non-benefited academic/faculty employee on an unpaid leave for up to 6 months. RWB is used to return an employee from SWB leave.

SWB/RWB can only be used with employees' in academic/faculty Job Codes (6xxx or 9xxx). SWB/RWB is for faculty or graduate students who are not employed continuously but work on a sporadic or semester basis. These employees' can be Regular or Temporary, generally have an FTE less than .50, and are non-benefited.

Benefits of using SWB/RWB
The purpose of SWB/RWB is to provide a means of maintaining an employment relationship with an individual who, due to the nature of their position, work on an off-and-on basis. While on SWB, the employee is not paid but maintains employee status so that a reverified Form I-9 and new direct deposit paperwork is not be required when the employee resumes work. Simply submit a PAN form with the Action/Reason: RWB/RWB to return an employee from SWB leave.

Limitations of SWB
SWB is not designed for Staff employees. Staff normally do not work on a sporadic basis. Extended absences by Staff are handled as Leaves of Absence (LOA, Medical LOA, FMLA) and accruals are tracked in PeopleSoft. SWB does not provide for tracking of accruals. The maximum duration of SWB status is 6 months.

Mechanics of Using SWB and RWB
Enter SWB in both Action & Reason fields to place an employee on leave (RWB to return the employee from leave).

Another way to place an employee on SWB is to enter SWB next to the date in the Assignment End Date field (see attached example). Note the Assignment End Date should be the date following the Distribution End Date. In this case the employee will be placed on SWB effective the following day, 1-16-07.

A single PAN form can be used to return an employee from RWB leave, and to place an employee on SWB leave at a future date, as in the example. In the same way, a single PAN can be used to place an employee on SWB and to return from RWB at a future date.

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