

Business Process Advisory Group – January 13, 2017 – INSCC Room 110

Attending:

Angela Simmonds, COS
Ashley Hsia, FBS
Colette Durrant, CHPC
Darrin Robertson, FBS
Dawn Atterbury, FBS
Dennis Bryant, CSBS
Heather Holly, FBS
Heidi Sieg, IA
Jeanette Church, SPED
Jenn Green, CFA
Jo Ann Thompson, DBMI
Judy Chan, FBS
Karren Nichols, SUS
Katie Lewis, ELP
Kay Wukden, BIOCH
Kori Wetsel, FBS
Leanna Mower, MINES
Lori McManus, HCI
Lynne Shaffer, CSBS
Mark Winter, BUD
Mary Louise Hughes, FBS
Michelle Addison, MUSIC
Paul Johansen, LAW
Sandra Jones, UMFA
Sauwanee Bahn, BMI
Sharayne Farnsworth, BUD
Sterling Moore, CE
Taralyn Poulson, FBS
Todd Kapos, FBS
Victoria Medina, MPA
Anna Alindogan, FBS
Carl Larson, FBS
Craig Merritt, FBS
Dave Bardsley, PHARM
Dean Church, FBS
Gary Snow, FBS
Hedy Hu, FBS
James Steffan, MBM
Jeanne Krogen, UIT
Jennifer Long-Pratt, FBS
Joshua Nutter, CHEM
Julia Harrison, CHPC
Kate Sturgeon, CE
Katie Sexton, UGS
Kelly Peterson, FBS
Krsity Green, CA
Lois Barlow, SOM
Lynn Dixon, CE
Maria Nielsen, FBS
Marv Hawkins, USS
Mary Snow, USS
Niloofar Bakhti, EHSL
Rose Simper, ED
Sandy Hughes, BUD
Scott Patten, FBS
Shelley Kruger, PI
Susan Shult, MEDCH
Tiffany Baires-Nielson, COE
Theresa Ferrone, KUED

ePR

ePayment Request (ePR) was demonstrated live. A request was processed in the system. Special features:

- Input fields have smart searching
- Workflow (approvals) can be added
- Checks will be delivered to the HR Home Departments for all reimbursements. (ePR, Paper PR's and Travel)
- Adding and viewing attachments
- Notifications

Please view these two guides to learn more about ePR:

- [Preparer Guide](#)
- [Approver Guide](#)

Purchasing, Pcard and the UShop team are moving to the Park Building

In early February, Purchasing, Pcard and the UShop team are moving to the Park Building! They will be using the space that was vacated by USS, who moved downtown.

W2 – Security and Efficiency

The process of how a W2 is delivered to an employee in both paper and electronic form was shown on [this flowchart](#). All the boxes in yellow are potential security risks as each box is a physical touch point by a person. The electronic W2 is more secure (never touched by human hands), quick, and efficient.

Open Discussion

NoPo's are taking a long time to process. Accounts Payable has seen a large increase in the number of NoPo's submitted. The NoPo for should not be the primary method of Procurement.

Dean Church is retiring. Visit [Dean's Retirement page](#) to learn more and leave comments.

Next BPAG Meeting —February 10, 2017