
Attending:

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