

Business Process Advisory Group
July 8, 2005
Winder Board Room, 300 Park

Attending:

Angela Brown, Col. of Science
Bob Turner, Nursing
Glenda Woods, Col. of Science
Dean Church, FIS
Gary Gledhill, Research Accounting
Jim Urry, ACS
John Levandowski, FIS
Margaret Tennant, Business
Marian Brady, HR/Payroll
Matt Hunter, Biology
Nancy Smith, Library
Delva Hommes, Social Work
Laura Howat, Tax Services

Ann Blanchard, Undergrad. Study
Catherine Coda, Col. of Nursing
Dave Bardsley, Pharmacy
Dennis Oyler, Medicine
Jackie Byrd, Col. of Education
John Downing, Accts Payable
Leslie Bigler, CMES
Margo Bonnette, Col. of Health
Marilyn Cox, CSBS
Mike Robinson, ACS
Shari Zinik, Chemistry
Wanda Ramos, Govt. Accounting
Steve Allen, General Accounting

Last Meeting Follow-up:

Minutes approved.

FYSC Review:

There were some new features in FYSC this year. This was the first year that Work Study and Volunteers were done through the FYSC process.

It was noted that HR Generalists don't have access to FYSC. It was suggested that they should have view access in order to assist their departments with questions. There was some confusion about summer salary employees in FYSC. It was suggested that there could be more thorough on summer salary.

It was also suggested that temporary appointments should be set up in FYSC (i.e. be able to indicate a future termination date).

It was suggested to have first time user training for FYSC as well as regular training for ongoing users. It was also suggested to put a maximum salary check in FYSC as well as totals to help reduce data entry errors.

FY 2006 BPAG Goals:

One goal is to eliminate turn-around changes on PAN forms for every pay period. Some of the suggestions that would get us closer to this goal are:

- 1) To freeze the columnar headings in D-Jobs so you can scroll down the page and still see the titles.

- 2) To make paper PAN's or electronic PAN's a choice for the departments.
- 3) To put a pay-out vacation box on electronic termination.

Another goal is to move toward suppressing the advice print. To help the payroll reporters, one of our new priorities is to create a WEB-based Check and Advice roster. It was suggested that in addition to the information currently on the paper roster, that information about the funding for each employee also be available.

Related to this is phase two of WEB EBT (the ability to pull up EBT information by home department).

Jeff West mentioned at the Business Officers Meeting that his goal is to have better training available as well as communication. We are currently evaluating your training needs. While HR/Payroll training is not part of the Administrative Services group, there will be coordination between the groups.

HR/PR Transition:

It was strongly suggested that there be an Organizational Chart for the HR/PR merge so that the departments requesting help/information know who to call if their generalist is not available to handle immediate problems. The group would like to see a list of HR employees, titles, and contact information.

HR has a pick up box located on the first floor of the Park Building in room 135 (Office of Equal Opportunity). The pick up times are 10:00am and 2:00pm. It was expressed to have a later pick up time (end of day).

There was concern expressed that the only attendee from HR was Marian Brady.

The following clarification concerning phone calls to HR:

HR understands that departments sometimes have to contact their service team and the members are not available. When this happens and you are not able to contact your Generalist or HR Representative, we have installed hotlines to handle these calls. The hotline rings to eight different desks and does not roll to voicemail; instead it continues to ring until the call is answered. We have two different hotline numbers to help customers with their needs. The one that is answered by Campus Service Teams is 5-1987 and the one answered by Hospital Generalists is 1-6119. These are answered from 7:30am to 5:00pm.

Each Generalist also has a pager that they carry during work hours. The HR front desk can supply you with the pager number if necessary.

Next meeting will be Friday, August 5, 2005 in the Winder Board Room.