

# Business Process Advisory Group

## July 13, 2007

### Winder Board Room

#### **Attendees:**

Barbara Nielsen, Compliance Accounting	Bobbie Harris, College of Engineering
Bob Turner, Human Genetics	Marilyn Burton, Neurobiology
Carol Jost, Library	Dave Bardsley, College of Pharmacy
Dean Church, FIS	Dennis Oyler, SOM
Gary Gledhill, Grants & Contracts Accounting	Jackie Byrd, College of Education
Jenny Fickett, Controllers Office	John Downing, Accounts Payable
John Levandowski, FIS	Karineh Hovsepian, College of Fine Arts
Laura Howat, Tax Services & Payroll Accounting	Leslie Bigler, College of Mines
Margo Bonnette, College of Health	Marilyn Cox, College of SBS
Marv Hawkins, ACS	Matt Hunter, Biology
Nancy Smith, Library	Nora Karst, KUED
Roberta McCormick, Physics	Steve Allen, General Accounting
Shari Zinik, Chemistry	Tami Garff, Academic Affairs
Cynthia Garcia, Data Systems	Lisa Kuhn, OIT
Jennifer Loudiana, ACS	

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#### **Last Meeting Follow-up**

The minutes for last month's BPAG were approved as submitted. A new mailing list for BPAG announcements, reminders, agendas, and minutes has been created. To sign up for this mailing list go to the Financial Solutions web site for instructions. <http://fbs.admin.utah.edu/index.php/fis/fis-bpag/>

#### **Introduction of the new Payroll/Compensation Manager**

Aimee Wilson was introduced as the new manager of Payroll/Compensation.

#### **Exempt Time Reporting**

As a reminder, the only time that exempt staff can not be paid for an hour is when you are not on approved FMLA and the employee is completely out of leave accruals. Policy and Procedure 2-59 states that exempt employees only need to record full day leaves. It was suggested that Human Resources should look into resolving these two contradictory statements.

#### **Quarterly Endowment Report**

A discussion about discontinuing the quarterly endowment report (hardcopy) was held. There was some concern raised. There is a Financial Information Library (FIL) extract available with the same information. Access to this is granted through the Management Report security process.

We will plan toward having a discussion on the unique characteristics of endowment reporting in our next BPAG.

A discussion of training for FIL was also held. It was suggested that training on how to use tools such as excel in conjunction with FIL would be very beneficial. A FBS News post when the quarterly market value adjustment is posted would also be a value to the departments.

### **P-Card usage/ Personal Reimbursements**

As a follow up to the Jeff West memo dated March 30, 2007 regarding small dollar purchases and encouraging more use of the purchasing card, a discussion was held on some areas of concern with using the purchasing card. Areas of concern are:

- Some vendors (restaurants) do not know how to handle sales tax exempt transactions.
- Departments have difficulty obtaining receipts from purchasing card holders, especially faculty members
- The purchasing card can't be used for business meals while traveling.
- Difficulty of faculty members managing their budgets when they have a purchasing card.
- Potential fraud associated with use of the purchasing card.
- Departments requested a need for help of the purchasing department in enforcing the rules of the purchasing card program.

### **Open Discussion**

As information, there is only one Annualized Base Amount (ABA) per employee. This amount is not effective dated. Historically, the only time that this amount is systematically updated is at the beginning of a new fiscal year when all new fiscal year PANs have been entered. This year the plan is to do this on July 13.

A request was made to add the distributions and amount paid form each distribution on the View Paycheck application like it appears on the printed pay stub.

A request was made to add the delivery address of an employee to the campus directory. Bring any suggestions on how to improve the campus directory to next month's BPAG as this will be one of the agenda items.

A request was made to receive a list of outstanding PARs by college.

Jackie Byrd, College of Education, is retiring from the University. We wish her well.

***The next Business Process Advisory Group meeting will be***

***August 10, 2007, 9-11:00am, Winder Board Room***

*Jenny Fickett: 581-5975*