

Business Process Advisory Group Meeting

June 10, 2005

Winder Board Room, 300 Park

Attending:

Bob Turner, College of Nursing
Dean Church, Finance
Jackie Byrd, College of Education
Leslie Bigler, College of Mines
Marilyn Burton, Chemistry
Matt Hunter, Biology
Nancy Smith, Library
Tami Garff, Social Work
Kaycee Hathaway, Payroll
Grueg Hughes, Human Resources

Bobbie Harris, College of Engineering
Gary Gledhill, Research Accounting
John Levandowski, FIS
Margo Bonnette, College of Health
Marv Hawkins, ACS
Nancy DeMello, Math
Sandy Hughes, Budget
Vickie Parker, Payroll
Nancy Klekas, Psychology

Last Meeting Follow-up

The minutes from last meeting were approved as submitted.

The question from last meeting regarding reimbursing mileage for employees needing to travel to Human Resources as part of their job has been forwarded to the upper administration.

HR/Payroll FYE Issues

Training for FYSC is continuing and FYSC will open for campus use on Monday, June 13. PAN forms for the new fiscal year will be printed on July 15.

A clarification was made that an Employee Address and a Student Address are two separate addresses and those individuals will need to change both addresses when moving.

Page 2 of the Academic PAN form on the Web is live this morning.

We are committed to having the termination process automatically end distributions on the day prior to the effective date of the termination. The target date for this process is July 1.

Unintentional breaks in service

A concern was raised that when a faculty member's job assignment terminates on May 15 and then the PAN form for summer pay is submitted on May 20 and entered in the system by May 31 that there will appear to be a break in service between May 16 and May 31. We will look into how to address this issue.

Fiscal 2006 goals for BPAG

During our next BPAG Meeting (July 8) we will discuss the Goals in Accounting and Financial Services given by Jeff West at the last Business Officer's Meeting and how they specifically apply to the BPAG. Specifically we will look at communication (how to find the rules), training, and improving our business processes. Also we will discuss phase 2 of the EBT report and have a review on what is correct and what went wrong with FYSC this year.

Open Discussion

Academic PAN Changes

On June 18 the academic PAN files will move to Human Resources.

On June 30 the drop box in the driveway will be removed.

On July 1 there will be no academic PAN input in payroll, as this entry will now be handled in Human Resources. Between June 18 and July 1 the payroll PAN technicians will move up to Human Resources. Effective immediately, no more PAN forms should be submitted to Sandy Hughes.

FMLA

A brief discussion of the rules surrounding FMLA occurred, and Human Resources will consider having departmental training on this issue.

HR/Payroll Transition

Business as usual will occur in Human Resources and Payroll except for where the academic PAN forms are delivered. As we get more clarification on this transition, we will communicate that with you.

Computer Applications

A brief discussion occurred surrounding the various web-based computer applications that the University of Utah uses and the support for various operations systems and web clients.

128-Bit Encryption

The group was reminded that the CIS will be upgraded to 128-Bit Encryption June 15.

Scholarship/Tuition Payments

A brief discussion was held concerning green-card payments for scholarship/tuition payments and the associated tax issues. Also, a concern was raised that scholarship/fellowship payments are made on September 7 when tuition is due on September 6.

Payroll Help Desk

The payroll help desk went live on June 9.

***The next meeting will be held on July 8, 2005 from
9-11:00am in the Winder Board Room***