

Advisory Group Meeting

March 4, 2005

Winder Board Room, 300 Park

Attending:

Abel Thompson, ACS
Angela Brown, Col. of Science
Ann Blanchard, Undergrad. Study
Bob Turner, Col. of Nursing
Bobbie Harris, Engineering
Catherine Coda, Col. of Nursing
David Bardsley, Pharmacy
Dennis Oyler, School of Medicine
Delva Hommes, Social Work
Frederic Hon, Humanities
Gary Gledhill, Research Accounting
Jackie Byrd, Col. of Education
Jim Urry, ACS
John Downing, Accounts Payable
John Levandowski, Finance

Kaycee Hathaway, Payroll
Leslie Bigler, CMES
Margaret Tennant, Business
Margo Bonnette, Col. of Health
Marian Brady, Payroll
Marilyn Burton, Chemistry
Marilyn Cox, CSBS
Marv Hawkins, ACS
Nancy Smith, Library
Rebecca Birkeland, HR
Sandy Hughes, Budget
Vickie Parker, Payroll

FYSC

There will be a new section in FYSC entitled Volunteer Faculty/Staff. Departments will need to either select to keep the employee or terminate the employee. If you do not use FYSC, these volunteer faculty/staff will be automatically terminated. So please use FYSC instead of paper PANS.

A modification to BRASS will automatically return from leave those faculty members on sabbatical.

Work study students will now be available for changes in FYSC, as work study is no longer allocated based on employee class.

The group was reminded to use FYSC for new year distribution changes. Many people are still turning in paper PANS for new year distribution changes. This should not be used to change distributions for Faculty members on 9/12, 10/12, or 11/12 contracts.

The group was reminded that BRASS can be used for all budgeting of activities. Projects can not be budgeted in BRASS. The deadline for BRASS is April 8th.

What's NEW

The AFS News pagelet has been up and running since 2/14/05. There was some discussion about what should be considered "new" news messages in this pagelet. We will look at changing this.

Travel has a new online system available to departments. The Travel Department will be scheduling training sessions on the system which must be done before you can access the system. Please contact the Travel Department at 581-7142 to schedule training or for any other questions.

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What's NEW (continued)

LPC Positive Pay program is live. Please remember to return any checks from First Security Bank that you may have to the Accounts Payable Department.

The purchasing card reallocation web application now auto populates the default amount for distributions.

The view PAN ABA is now in sync with the printed PAN forms.

Open Discussion

The record number and job code cell in BRASS should be updated by the departments when they do their BRASS entry.

A suggestion was made to highlight data changes on the printed PAN turn-around forms.

The Next Advisory Group Meeting will be held on April 8, 2005