

Business Process Advisory Group

March 9, 2007

Winder Board Room

Attending:

Jackie Byrd, College of Education	Ann Blanchard, Undergraduate Study
Dave Bardsley, Pharmacy	Margo Bonnette, College of Health
Karineh Hovsepian, College of Fine Arts	Dennis Oyler, SOM
Fredric Hon, College of Humanities	Jim Urry, ACS
John Levandowski, FIS	Kori DeHaan, Travel
Laura Howat, Tax Services	Leslie Bigler, College of Mines & Earth Sciences
Marilyn Burton, Neurobiology	Matt Hunter, Biology
Nora Karst, KUED	Sandy Hughes, Budget
Shari Zinik, Chemistry	Stephanie Nuttall, Math
Marilyn Burton, Neurobiology	Marilyn Cox, College of Social & Behavioral Science
Jeremy Uffens, ACS	Amy Beecher, Mgmt Accounting & Analysis
Bruce Neumann, Development	Tami Garff, Social Work
Mark Winter, Budget	Marv Hawkins, ACS
Nancy Smith, Library	Sandy Gundersen, HR
Sheila Olson, Academic Affairs	Kristin Jensen, HR
Michele Thomas, Accounts Payable	

Last Meeting Follow-up

None.

I-9 Process

Discussed was the process on when a new I-9 needs to be submitted to Human Resources. Re-Hires must have a new I-9 submitted if more than three years from last date of employment. If within 1-3 years, send a copy of the I-9 you have on file with new signature and date. There must be an expiration date on the I-9 form. It was suggested to have departments keep a copy of the I-9 on file within the department. The new hire date is located on the bottom section of the form in section 3. The group would like to know who specifically within Human Resources to contact with I-9 questions.

Parental Leave for Faculty

Decrease salary is 95% for first semester. This is a new policy, 8-8.2 (<http://www.admin.utah.edu/ppmanual/8/8-8-2.htm>) as of June, 2006. The group would like an e-mail sent out with the revised policy.

Verify Another Paycheck

Verify another paycheck is now available on the CIS. This is an "Optional" new link to view paycheck by Payroll Reporter. The link will allow the Payroll Reporter to view all the employee's paychecks. There is a link on the employee tab of the CIS which allows the Payroll Reporter to verify another paycheck based on Payroll Reporter roll.

Training Courses

A handout was given to the group of "Upcoming Financial Business Services (FBS) Training Courses". Kori DeHann is managing and coordinating all training for FBS. She is researching to find different

methods of contacting New Hires. There will be a New Hire workshop course available July 1st. Kori would like some feedback from this group on identifying what New Hires will be responsible for. There was a sign-up sheet passed around to the group inviting them to participate as a training mentor. May 10th there will be a “Supplier Exhibit and P-Card Session” at the Union Ball Room from 8:30-1:30pm. This year FBS will join the Supplier Exhibit with our annual Business Officers Meeting. You are welcome to contact Kori with suggestions of what you would like discussed at this meeting.

HR Web Applications Security

Security for Human Resources web applications has been retrofit to be org tree roll-up based. Sandy Hughes manages the Org ID tree for Human Resources. If you have any questions, you can contact Sandy at sandy.hughes@utah.edu.

Open Discussion

Budget: There was a concern that currently there are no official guidelines. Paul Brinkman is working on this matter. Sandy Hughes will be sending out an excel budget sheet along with the Presidents letter to the Deans, Directors and Department Chairs. The Deans, Directors and Department Chairs are responsible for managing extra funds in their budget. As a reminder, this year there are 2088 hours for hourly employees. Please note this when calculating your budgets.

Daylight Savings Time: There was a concern that KRONOS would not convert correctly. ACS will work with Susie Bird from the Payroll Department on this.

The next Business Process Advisory Group meeting will be

April 13, 2007, 9-11:00am, Winder Board Room

Jenny Fickett: Phone: 581-5975