

## **Business Process Advisory Group – March 13, 2009 – Winder Board Room**

### **Attending:**

Bobbie Harris, College Of Engineering  
Bryan Harman, ACS  
Catherine Coda, College of Nursing  
Dean Church, FIS  
Jeff West, FBS  
Jim Urry, ACS  
Karineh Hovsepian, College of Fine Arts  
Kirt Hunter, Human Resources  
Margo Bonnette, College of Health  
Marv Hawkins, ACS  
Matt Hunter, Biology  
Rebecca Baggett, FIS  
Shari Zinik, Chemistry  
Todd Kapos, General Accounting  
Wanda Penovich, School of Medicine

Bruce Neumann, Development Office  
Carl Larson, FIS  
Dave Bardsley, College Of Pharmacy  
Gary Gledhill, Grants & Contracts Accounting  
Jessica Stokes, ACS  
Joe Taylor, Office of Info Technology  
Kimball Lovin, ACS  
Laura Howat, Tax Services and Payroll Accounting  
Margaret Tennant, USTAR  
Mary Weight, FIS  
Nola Lucke, FBS  
Sandy Hughes, Budget and Analysis  
Steve Allen, General Accounting  
Utahna Miller, School Of Business

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

Transparency – The legislature passed a bill that postponed the transparency requirement until FY 2010, provided a spot on the transparency board for a higher education seat, and provided the option for hosting own site or using the state hosted site.

### **Portfolio Management** (How Institutional IT initiatives are managed)

Joe Taylor, Executive Director of Administrative Computing Services and the University Portfolio and Project Office gave a presentation on [Portfolio Management](#).

[Portfolio Management](#) for the campus was presented. IT projects on campus are now managed by the IT Project and Portfolio Office. The Portfolio committee approves projects using various criteria to prioritize the projects that benefit the entire institution the most. ACS has committed resources to work on projects as well as tasks. Projects are defined as needing more than 80 hours of ACS resource. The goal of project management is to have projects: on time, within scope, and on budget. The UplanIT Executive Dashboard was demonstrated. Anybody can suggest a project by visiting the URequestIT form on the Employee tab in CIS.

### **WACUBO**

Information about the WACUBO conference was distributed. WACUBO is being hosted this year in Salt Lake City. Attendance was strongly encouraged.

## **FBS Communication**

**News comments** – News posts with comments were displayed. A few comments have been made on some of the news posts.

**Lifesaver** – The “Report Issues with Financial Web Applications” page was not used as much as anticipated during two outages last week. Because logging in to CIS was not working, many did not know they could visit the FBS Website to find the page. The “lifesaver icon” has been added to many places on the FBS website. Those that knew how to find the page were grateful that the information was available because they were able to keep updated on the status. We encourage FBS “customers” to bookmark the FBS WEB Presence (<http://fbs.admin.utah.edu/>).

**Email Forms** – A form has been added to the “document not found” page when documents are not retrieved. Fill out this form and click submit and Accounts Payable will be able to help you with the document you are trying to retrieve.

## **Miscellaneous Tips and Bits**

The “effective date” of the jobs shown on DJobs defaults to the current date. The user can modify this in the DJobs Header can effect this change by hitting **enter**.

It has been suggested that the Activity and Project entry box appear in the “criteria frame” of WEB Management Reports. The group agreed this would be a great enhancement.

Cost Transfers are imaged along with the Journal Entry. The image is available using the Journal Detail “spyglass”. PAR’s are also image but because the image is housed on a different imaging system, they are not available to the spyglass.

We are starting a project to enable employees to opt-out of having their W2 printed. More details coming.

The FIL/HRIL description tab has been modified to mirror the “tree view”. We have found a few browsers on certain MAC’s will not properly display the tree view.

## **HRIL EBT’s**

HRIL EBT’s were removed from the FIL/HRIL a few months ago. The queries are just about ready to be restored back to FIL/HRIL. A demonstration/discussion about the difference between an EBT by “Home Org” and “Reporting Department” took place in preparation for republishing the queries to HRIL. Email Kirt ([kirt.hunter@utah.edu](mailto:kirt.hunter@utah.edu)) or Rebecca ([rebecca.baggett@utah.edu](mailto:rebecca.baggett@utah.edu)) if you want to be involved in further discussions.

\*\*\*Late Breaking News\*\*\* See FBS News Post - [EBT Queries re-published to the HR Information Library](#)

## **Open Discussion**

The Utah Legislature approved a new state budget. Implications for the University were discussed.

Next BPAG meeting – April 10, 2009