

Business Process Advisory Group – March 12, 2021 – via ZOOM

W2

A decision was made last year that terminated employees can no longer access CIS. This has impacted the W2 distribution. Former employees are no longer able to access their W2 in CIS. Tax Services & Payroll Accounting had to send a W2 to every terminated employee. This has caused issues because of incorrect addresses. HR has created a form (outside of CIS) that former employees can use to update their addresses. Part of the exit process as employees leave should be to verify the correct address is on file. Helpful links:

- [Tax Services & Payroll Accounting website](#)
- [W2 Information](#) page
- [Request Change Of Address](#) form

UShop

UShop will be receiving a new user interface.

- Many changes will be made to the UShop pages you use and are familiar with.
- These changes are dictated by our software vendor and we cannot opt-out of them.
- The UShop team is creating documentation and guides to help you navigate the changes.

[Click here](#) for details and to view the presentation

RF Track implementation

Property Accounting has implemented RFTTrack software to track Assets. Details of the how RFTTrack works can be found [here](#). Contact [Property Accounting](#) with any questions.

GASB No. 87 Leases

Governmental Accounting Standard No. 87 defines how leases should be accounted for in financial systems. This covers both the lessee and lessor. [Click here](#) to view the details of the presentation.

Travel updates

The Legacy Travel system will be shutting down. Before it is shut down all trips need to be closed. [Click here](#) for more information.

This would be a good time to apply for a Travel Card before travel starts up again. [This page](#) has the information needed to apply for the card.

More information about Guest Travel will be coming soon. Watch your email.

The travel ban is still in place until June 30, 2021. Read about the details [here](#).

New Associate Vice President of Financial Services

Theresa Ashman is the new Associate Vice President of Financial Services. She replaces Jeff West who left to become a VP at Salt Lake Community College. Theresa was the controller at the “U” from 2007-2011. More details about Theresa can be found in this [“@THEU” article](#). Theresa is excited to be back at the U and discussed some of the projects she is involved in including the upcoming “Chart of Accounts” project.

Next BPAG Meeting – April 9, 2021