

Business Process Advisory Group Meeting

May 13, 2005

Winder Board Room, 300 Park

Attending:

Ann Blanchard, Undergrad. Study
Bobbie Harris, Engineering
Clay Bake, Human Resources
Dave Bardsley, Pharmacy
Dean Church, Finance
Fredric Hon, College of Humanities
John Levandowski, Finance
Leslie Bigler, CMES
Margaret Tennant, Business
Marian Brady, Payroll
Matt Hunter, Biology
Shari Zinik, Chemistry
Steve Allen, General Accounting

Bob Turner, Nursing
Carrie Brooks, Library
Glenda Woods, College of Science
David Beckstrom, Governmental Accounting
Dennis Oyler, Medicine
Gary Gledhill, Research Accounting
Lee Stenquist, ACS
Lynda Roberts, Political Science
Margo Bonnette, College of Health
Marilyn Burton, Chemistry
Sandy Hughes, Budget
Phil Johnson, Human Resources
Rose Thayer, College of Health

Opening Comments:

As a reminder, this meeting is for communication purposes and to get ideas from this group for improving financial aspects for the University. Many times we discuss changes that are coming. Sometimes we discuss changes that may (or not) occur. While we may announce them in this meeting, there should always be an “official” announcement made through our other communication avenues (such as AFS News).

Please communicate to your colleges the information that is available on the Administrative Financial Services News web-site (AFS) <https://afs.admin.utah.edu/news/> which today, for example, includes information on D-Jobs, PAN distribution, etc. AFS News is also available on the Campus Information System.

We have received a request to add the date last paid to D-Jobs. (Note: this was implemented on May 26, 2005).

Calendaring Meetings through June 2006:

Attached you will find a calendar of the schedule for FY-2006 “Business Process Advisory Group” meetings. All meetings will be held in the Winder Board Room from 9-11:00am.

Getting Ready for Fiscal Year End (Payroll):

Brass will be loaded in the system in early June so that you can review (using D-Jobs) and check your information.

The PAN dead line for the 7/15 pay period is 7/7. FYSC training will be available on the following dates:

June 7, 2005: 10:00-11:00am at the Union Theatre

June 8, 2005: 2:00-3:00pm at the Union Theatre

June 14, 2005: 2:00-3:00pm at Human Resources, 420 Wakara Way

June 16, 2005 (Make-up session): 2:00-3:00pm 420 Wakara Way

If no action is taken either through FYSC or a PAN form the job will be “auto-terminated”. A list of terminated jobs will be sent out July 15th by 5:00pm. Preliminary termination lists will be distributed on July 5th. The list will be in an excel spread sheet and will be sent the Payroll Reporters for each department.

One of our concerns is the practice of continuing jobs (particularly hourly jobs) even though the employee has not been paid for several months (sometimes not at all!). In the past we have provided lists of employees that have not ever been paid. One can now use D-Jobs to get this information.

Electronic Reporting:

There are three kinds of reports:

- 1) *Individual Report*: Pay Check Advice, Management Reports, W-2's, P-Card Statement for a card holder, and others.
- 2) *Institutional Report*: Financial, EEO Report.
- 3) *"Tweener's"*: Organizational, Group of Management Reports, Group of P-Card Statements, Summary of Contracts & Grants, all PAN forms for a department, Earnings & Benefits, PAR's, etc.

The group discussed the many pros and cons of distributing reports electronically. It would be preferable if certain reports could be received electronically on an elective basis. The challenge is for each of us to think "outside the box" and look for opportunities to leverage the emerging technologies.

Open Discussion:

It was mentioned that with Payroll and Development moving over to Research Park there is concern that department employees have to spend time and mileage to deliver University documents. Should departments be reimbursing their employees for mileage? This will be discussed further at the next meeting. Development has a drop box at Income Accounting for departments to deliver mail so that the travel issue is minimal. Human Resources also has a drop box in both the Payroll office and EEO.

***The next meeting will be held on June 10, 2005 from
9-11:00am in the Winder Board Room***